

# CITY OF BANGOR, MAINE CITY MANAGER

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CITY OF BANGOR

## Executive Recruitment



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## Bangor, Maine

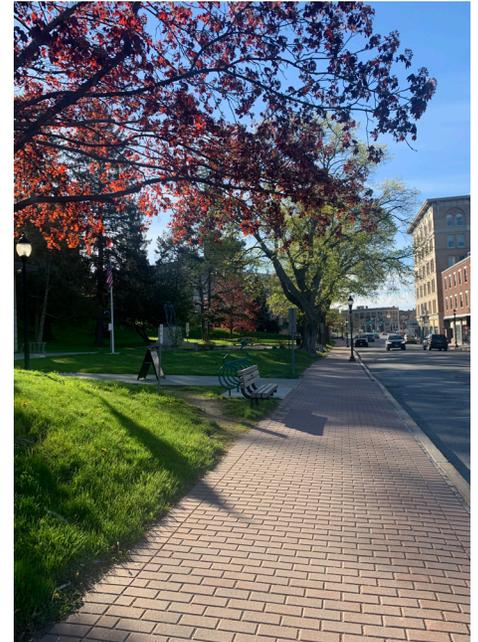
GovHR USA is pleased to announce the recruitment and selection process for a City Manager in the City of Bangor, Maine. This brochure provides background information about the organization, as well as the requirements and expected qualifications for the position.

The City of Bangor is located on the Penobscot River thirty miles from the Maine coast and one hundred and thirty miles northeast of Portland. The history of the City of Bangor is found in its roots as a lumbering community receiving lumber from the north via the Penobscot River and Bangor's many sawmills would ship product throughout the world. Bangor is referred to as the "Queen City" because of its historic Victorian and Greek revival homes built by the Lumber Barons. Over the years, paper and pulp replaced lumbering and rail replaced shipping.

Bangor is the third largest city in Maine with a population of 33,039 within 34.6 square miles. It is proud of its "big city experience but with a quiet close community" without a rush hour. Among its residents is a well know American author of horror, supernatural and fantasy - Stephen King.

The City has an excellent school system, easy access to several local colleges and universities, a full-service convention center, a full-service casino and hotel, and a concert venue that seats 16,000 on the waterfront in the heart of Main Street. Bangor is accessible via I95 and international air. The City boasts varied recreational activities from white water rapids, canoeing, bird sighting, hiking, cross country skiing and ice climbing. It is located near the Appalachian Trail, Acadia National Park and Bar Harbor, Maine. It hosts summer events and concerts and for 54 years the annual Kenduskeag Canoe Race. Bangor is an ideal location to live, work, play and raise a family.

City of Bangor: [Quality of Life](#)



## The Organization

Under the Council - Manager form of government the City's mill rate comprises three distinctly governed components: municipal, education and county. Bangor's municipal budget provides funding for a full range of services including police, fire, public works, finance, parks and recreation, health and community services, and international airport among other municipal services. The General Fund operating budget appropriation for FY21 was \$106.9 million. The City has built up its reserves and established and maintained an Aa2 Moody's bond rating. [View FY21-22 Proposed Budget](#)

The City Council is comprised of nine members, three members annually elected at large to three-year terms. The Council members select one of its members to serve as Chair who presides over the twice monthly meetings of the Council.

For more about the City of Bangor: [www.bangormaine.gov](http://www.bangormaine.gov)

The City Manager is appointed by the City Council to serve as the administrative head of the City, responsible to the City Council for administration of all departments. The City Manager appoints heads of departments, except the City Clerk, City Assessor, and City Solicitor, subject to confirmation by the Council.



## The Role of the City Manager

The powers and duties of the City Manager are presented in the City Charter as follows:

- To see the laws and ordinances are enforced.
- To exercise control over all departments except the School Department and divisions created or that may be created.
- To make appointments as provided by the Charter.
- To attend meetings of the City Council, except when his or her removal is being considered and recommend for adoption such measures as he or she may deem expedient.
- To keep the City Council fully advised as to the business and financial condition and future needs of the City and to furnish the City Council with available facts, figures and data collected when requested.
- To perform such other duties as may be prescribed by the Charter or required by ordinance of the City Council.
- To prepare and submit to the City Council at of the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year and to cause the report to be printed for distribution to interested persons.

The City provides the following municipal services:

- City Clerk: Records, voter registration, and elections.
- Finance: Auditing, treasury, risk and environmental management, information services, and purchasing.
- Infrastructure and Development Support: Engineering, public works, water treatment, and sewer maintenance.
- Police: Detective, patrol, administration, services, and animal control.
- Fire: Firefighting, fire prevention, and administration.
- Parks and Recreation: Park maintenance, recreation, golf course, and harbor.
- Health and Community Services: General relief, nursing services, grant programs, and WIC.
- Administration: Human Resources, labor relations, community connector, fleet maintenance, and central services.
- Other Municipal Services: Assessing, city solicitor, code enforcement and Bangor International Airport.



## Opportunities and Challenges

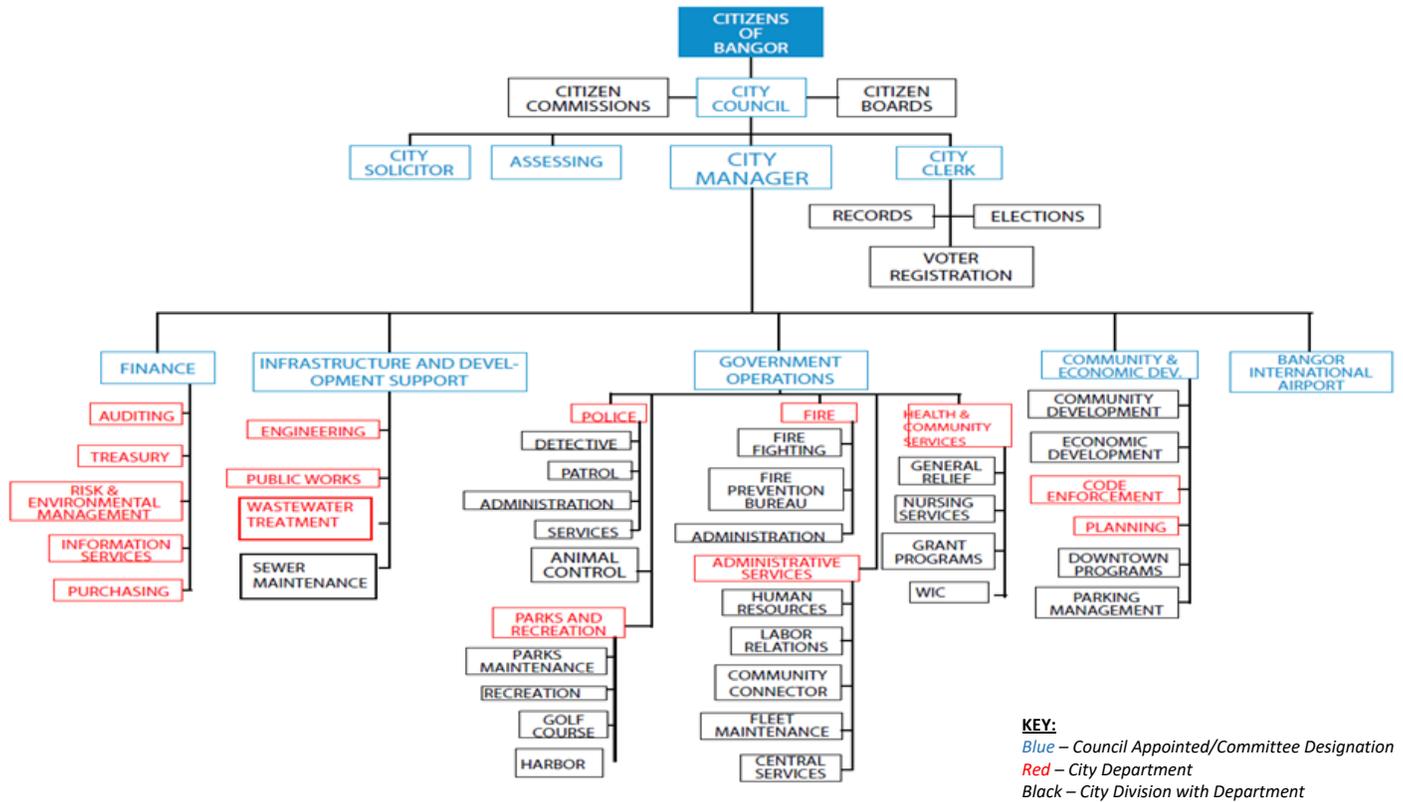
The new City Manager can expect to work with the City Council, citizen boards and commissions, department heads and staff, community stakeholders and residents on a wide variety of projects and initiatives.

Some of the opportunities and challenges include:

- **Response to COVID 19:** The ongoing response to the pandemic will be an immediate and top priority for the new City Manager. The pandemic has put a noticeable strain on some of the City's revenues and has further exacerbated some of the City's already pressing issues, such as homelessness, the lack of available affordable housing for the low- and moderate-income households, treatment of addiction and mental health, and the need for an expanded workforce.
- **Comprehensive Plan:** The City is updating its comprehensive plan. Doing so will be a process that will include the City Council, other boards and commissions, staff and the community in its development. The City Manager will play an involved and important role in this update and the eventual implementation of the plan.
- **Sustainability:** Responding to Climate Change will continue to be a responsibility and challenge for local governments. The City is regarded as a leader in environmental efforts, such as hybrid vehicles and solar net billing, and has appropriated \$100,000 and entered into a Memorandum of Understanding with the Town of Orono to develop a Climate Policy and Action Plan to achieve net neutrality by 2045.
- **International Airport:** The City is served by a self-sustaining International Airport that services military planes and domestic and international travel. The Airport Director is looking for support for a new fuel system and alternative sources of revenue, including cargo operations and land development.
- **City Council:** The City Council in Bangor strives for consensus in the decision-making process and is respectful of the role of the City Manager. There is a longstanding tradition that the City Council remains non-partisan in its leadership of the community, striving for what is best for Bangor. There is significant tenure with several of the members.
- **The Position and Senior Staff:** The current City Manager served the community for eleven years before being appointed to serve as the next Executive Director of Maine Municipal Association. All of the existing Senior Staff members are exceedingly competent and collegial and work as a team to address challenges and issues providing smooth continuity during the transition.
- **Recruitment and Retention of Staff:** Review of wage and benefit competitiveness, employee growth opportunities, and succession planning will need to be undertaken to ensure the City can attract and retain qualified staff.
- **Service Delivery Consolidations:** Ongoing conversations among the Department Heads as well as the County, State and local school district to continue to find effective and efficient solutions to service delivery consolidations is both an opportunity and challenge for the next City Manager. Currently, authorization was given for a bond to renovate the first floor of City Hall to improve the environment and service delivery to the community. The local transit system, Community Connector, is a regional system that is seeking to upgrade its services to the community and faces various challenges related to finances, operations, and technology.
- **Economic Development:** The City, which is in solid financial condition having built up its reserves over the last several years, seeks to maintain a reasonable residential mill rate through its support and encouragement of commercial development. The City seeks to create an environment where businesses want to locate in Bangor as well as space for entrepreneurs to flourish.



# CITY ORGANIZATIONAL CHART



## Candidate Qualification Criteria

The following education, experience, leadership and management criteria have been identified as important skills and abilities for candidates to possess and demonstrate:

- Graduation from a four-year college or university with a degree in related discipline or an equivalent combination of experience, training, and education. Master's degree with specialization in public administration, city planning, public policy, business administration, or a related field preferred.
- Five years or more of progressively responsible experience in a public agency setting, preferably in roles such as a City Manager, Town Manager, Assistant City Manager, or Department Head/Director.
- Leadership skills should include strong interpersonal, written, and oral communication skills, and experience and passion for building strong relationships with City Council, community organizations, state and federal agencies, citizens, and staff.
- A result-oriented approach is required with strong fiscal management skills and the ability to make effective/efficient use of available resources. Experience and a proven background in economic development as well as experience in collective bargaining and labor relations desired.
- Proven managerial and interpersonal skills to lead a dynamic, financially fit organization in an active and highly educated community.
- Demonstrated ability to be a communicative and visionary leader with high ethical standards.
- Excellent human resources skills, including experience as a team builder and strategic thinker who possesses excellent listening and communication skills.
- Ability to work effectively in a fast-paced environment, with a record of handling a wide variety of projects at one time, and with the ability to be nimble in changing course or direction.



## Candidate Characteristics and Traits

- Candidates must possess extensive knowledge of and experience in local government management, understanding the demands of local government officials and staff and have a demonstrated record of effectively addressing today's most pressing local government issues.
- Candidates must keep the City Council apprised of issues of concern to the City, including those that may not rise to the level of Council's discussion.
- Candidates must be a trustworthy, ethical, visionary and approachable leader able to understand the stresses and demands on the City staff and provide thoughtful guidance and critical resources when appropriate. Candidates must be able to delegate to staff and hold staff accountable for the work to be performed.
- Candidates must possess extremely well-developed active listening and communication skills with the ability to give engaging public presentations as well as ensure that internal communications are effective and keep employees apprised of organizational initiatives.
- Candidates must be able to remain calm during crises and able to facilitate meaningful conversations with those who may have differing viewpoints. Candidates must possess a true passion for public service with the desire to make a difference.
- Candidates must be approachable, with a genuine desire to connect with all stakeholders and residents and the ability to engage in conversations with compassion and empathy; approach life and public service with flexibility, humility, and integrity.

## To Apply

Starting salary for the position is \$106,626 to \$143,227 DOQ. Please submit résumé, cover letter, and contact information for five professional references online to Michael Jaillet, Vice President or Joellen J. Cademartori, CEO, GovHR USA, LLC – [www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment). We encourage applications to be submitted for review by September 3, 2021, but will accept applications through September 10, 2021. Questions regarding the recruitment may be directed to Michael Jaillet, Vice President, at 781-760-3658 or Joellen J. Cademartori, CEO, GovHR USA at 847-380-3238. The City of Bangor is an Equal Opportunity Employer.