

TOWN OF WOODBIDGE CONNECTICUT

Invites Candidates

To apply for the

ADMINISTRATIVE OFFICER

(Chief Operating Officer)





WOODBIDGE CONNECTICUT

Community Summary

The Town of Woodbridge, Connecticut is a small, and primarily residential community located in New Haven County, just northwest of the City of New Haven. Incorporated in 1784. Overall, Woodbridge is distinguished by its welcoming community spirit, environmental responsibility and open space, historic preservation, education, and high quality of life. Residents benefit from a unique blend of rural charm and civic engagement. Originally, part of Amity Parish, Woodbridge has rich history rooted in agriculture. The town is home to several historically significant sites preserved by the Amity & Woodbridge Historical Society, including the Darling House, dating to the 1770s, and the Old South School.



Woodbridge is served by Regional School District #5 (Amity), which includes Woodbridge, Orange, and Bethany, and serves Grade 7 to 12. The Woodbridge School District serves only Woodbridge for Pre-K to Grade 6. The districts are consistently recognized for academic excellence at both the regional and state levels.

A centerpiece of Woodbridge’s community life includes multiple prominent farms in terms of size, function, historical significance, service to the community. Woodbridge is also known for its extensive trails systems and green/open space. Additionally, the Town serves an important regional function for public water supply with more than half of the Town designated as watershed area.



WOODBIDGE FACTS & FIGURES –CT Economic Resource Center 2026

- ◇ Population – 9,041
- ◇ Land Area – 19 sq miles
- ◇ # of Households – 3,165
- ◇ Median Age – 47
- ◇ Median Household income \$201,926
- ◇ Median Home Value \$546,400
- ◇ School –PreK-6grade—875 and growing per the Woodbridge Board of Education
- ◇ Regional School District # 5 includes Woodbridge, Orange, Bethany called Amity with 7th grade to 12th grade population equals 2,138
- ◇ Top Employers
 - ◇ Ambulatory Health Care Services with 1,590 employees
 - ◇ Local Government (Town and Schols) with 1156 employees
- ◇ Town Bond Ratings- Moodys –Aaa
- ◇ Residential property currently must be on a minimum of 1.5 acres, zoning regulations are being updated to meet State Statutes

Form of Government

The Town of Woodbridge operates under a Board of Selectman and Town Meeting form of government. The Board of Selectman serve as the legislative branch of the government, approving policy, ordinances and reviewing administrative functions. Five members are voted at large every two years and select a Deputy First Selectman at their first meeting. The First Selectman is elected every two years and serves as the Chief Administrative and Chief Elected Officer with full voting rights at the Board of Selectmen's meetings. If there is a tie vote, then the First Selectman has the breaking tie vote (votes twice). Other elected officers are shown on the organizational chart.

The Board of Selectmen also appoint members to various Boards and Commissions including the 6 members of the Board of Finance. The Board of Finance shall review all financial reports for the Town. They shall review and recommend an the operating and capital budget presented by the Board of Selectman and Board of Education for approval at the Town Meeting. The Town Charter functions as the town's constitution, which is available on the Town Website. Currently there is a Charter Revision process in progress.



Approved FY 25-26 Budget

25-26 Budget Total is \$61,095,758

Town Government \$20,639,295

Local BOE \$18,525,855

Regional BOE \$20,142,039

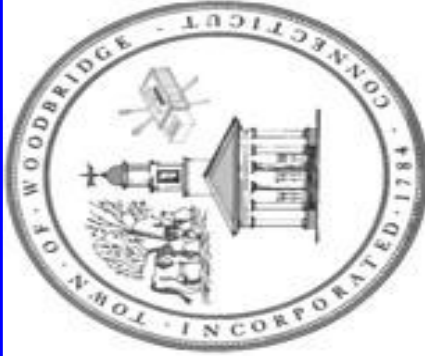
Debt Service \$1,788,569

90% of Revenue for Budget is from Property Tax

Budget Process

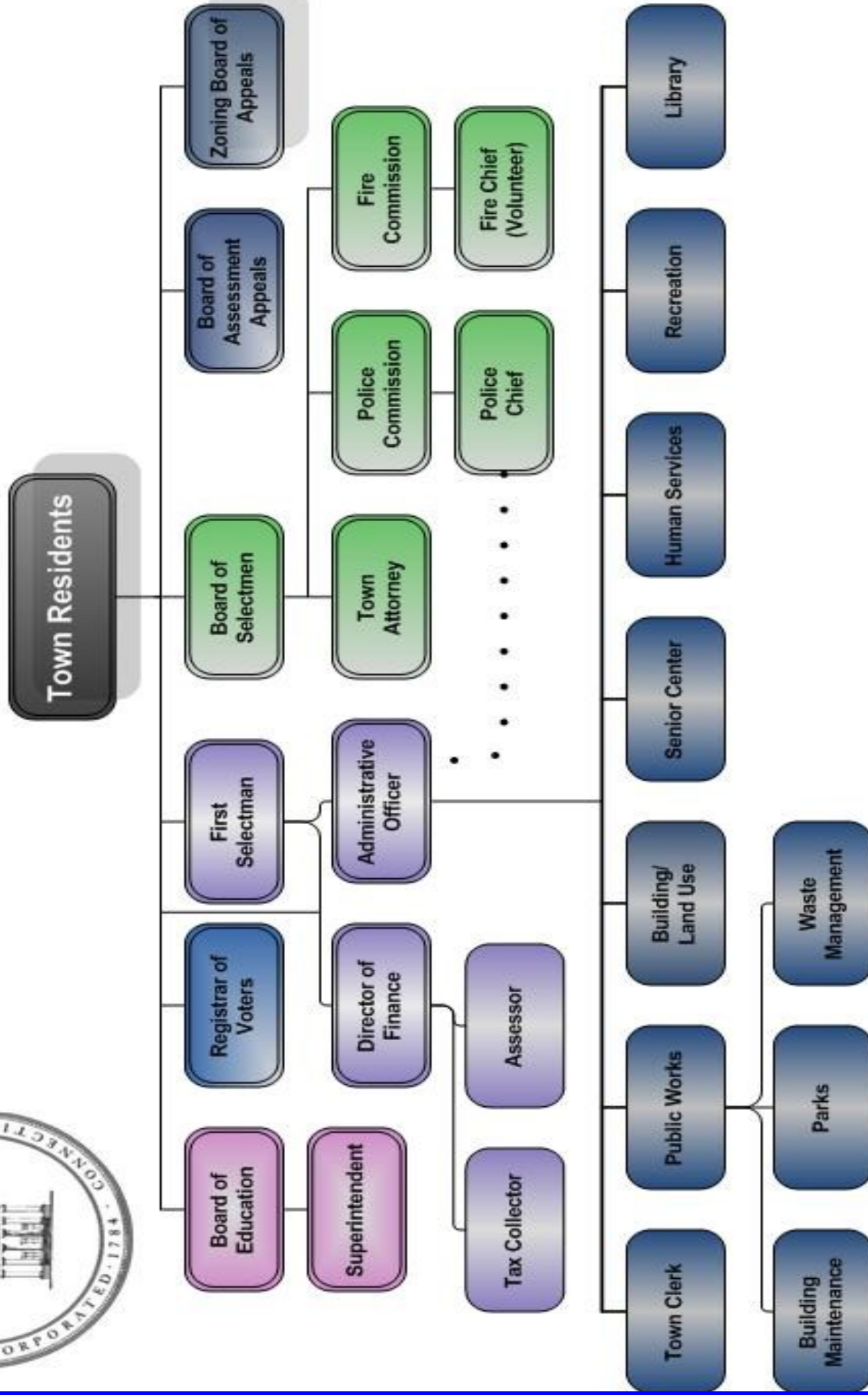
Departments, Boards and Commissions submit their budget requests to the Finance Director before February 1 of each year. The Finance Director, First Selectman and the Administrative Officer meet with the various departments and boards and commissions to review their budget requests. The Finance Director presents the budget to the Board of Selectmen and Board of Finance who jointly meet with the requesting departments to review their requests. The Board of Selectmen may make cuts but can only add the maximum requested by the Department. The Board of Selectmen presents their recommended Budget to the Board of Finance before March 1 of each year.

The Board of Finance then reviews the BOS Budget and recommends a preliminary budget to the Town by April 1. Then the Board of Finance holds a Public Hearing to present their Budget by April 30th. A Town Meeting to approve the Budget is held the third Monday in May. A quorum of 250 electors must attend to vote on any changes to the Budget. If a quorum is not met, then the Board of Finance Budget is approved. The last step is for the Board of Finance to set the mill rate.



TOWN OF WOODBRIDGE, CONNECTICUT

Organizational chart



ADMINISTRATIVE OFFICER RESPONSIBILITIES

- ◆ Serves as the Town's chief day-to-day administrative and operational leader, coordinating municipal departments to ensure efficient, consistent, and accountable operations.
- ◆ Leads all human resources functions, including personnel policy development, recruitment, labor relations, union negotiations, classification and compensation systems, employee discipline, training, and workforce planning.
- ◆ Oversees workers' compensation, risk management and liability claims, safety programs, and compliance with employment and labor regulations.
- ◆ Provides oversight of information technology systems, vendors, cybersecurity practices, hardware procurement, website governance, and long-term technology planning.
- ◆ Directly supervises key municipal departments except Finance Department (Payroll, Accounting, Budgets, Benefits, Assessment & Tax Collection).
- ◆ Manages major capital projects by overseeing budgets, timelines, procurement processes, vendor coordination, and communications with boards and committees.
- ◆ Coordinates grant activity across departments, including grant applications, compliance reporting, and collaboration with state and federal partners.
- ◆ Works closely with the First Selectman and Finance Director on budget development, financial planning, capital improvement planning, economic development and improved communication about municipal services and projects.
- ◆ Attends and supports Board of Selectmen meetings and standing committees, providing analysis, coordination, and follow-through.
- ◆ Acts as an organizational manager by clarifying roles, improving internal communication, strengthening workflows, and promoting consistent customer service standards.
- ◆ Leads organizational modernization efforts, including restructuring, succession planning, onboarding systems, performance management, and technology adoption.
- ◆ Serves as a trusted, professional, and non-political advisor to elected officials, boards, commissions, residents, and community partners.



QUALIFICATIONS

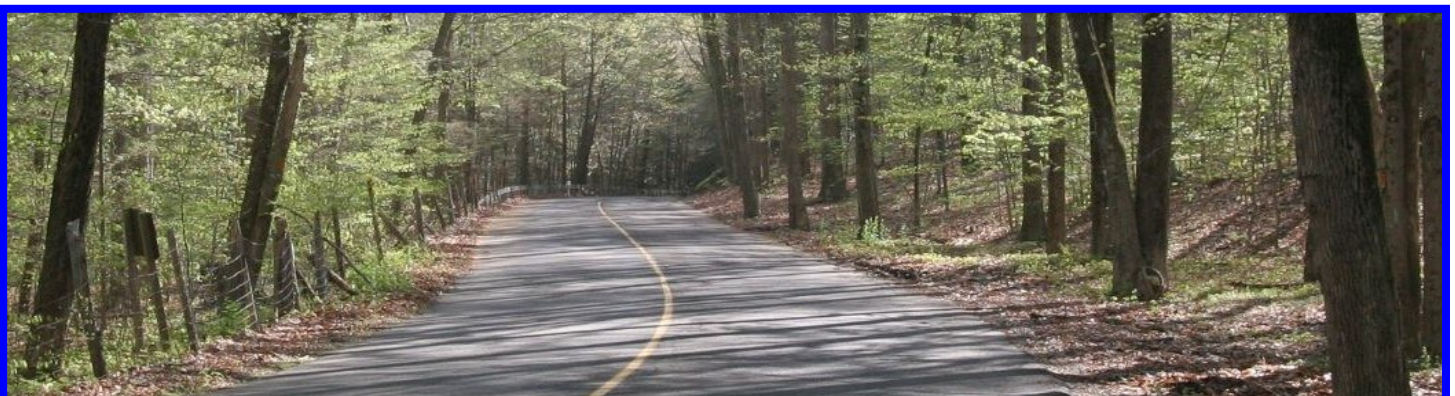
- Required qualifications: Bachelor's Degree in financial management, public administration, human resources, management or related field. And at least five to ten years relevant municipal or government professional experience, three years of which shall be supervisory
- Preferred Qualifications: Master's Degree in Public Administration or a related field. With over ten years relevant municipal or government professional experience, three years of which shall be supervisory
- Strong knowledge of the principles and practices of municipal management and administration including human resources development, labor relations and motivation; organization goal setting, reporting and accountability, financial budgeting, risk management, grants, purchasing practices, general project management and administration, and policy formulation.

CHARACTERISTICS OF THE IDEAL CANDIDATE

- ⇒ Demonstrates strong subject-matter expertise in human resources, labor relations, budgeting, purchasing, risk management, and grant administration in a municipal or public-sector setting.
- ⇒ Exhibits exceptional organizational and project-management skills, with the ability to manage multiple complex initiatives simultaneously.
- ⇒ Communicates clearly, professionally, and consistently with residents, staff, elected officials, and volunteers, including the ability to explain complex issues to a highly educated and engaged community.
- ⇒ Maintains a calm, steady leadership style, effectively navigating political divisions, long-tenured staff, and high-pressure situations.
- ⇒ Builds trust through integrity, discretion, transparency, and reliable follow-through, particularly in sensitive personnel and legal matters.
- ⇒ Is relationship-driven, visible, and accessible, actively engaging staff, department heads, boards, and residents to foster collaboration.
- ⇒ Demonstrates political awareness by maintaining neutrality while working effectively with elected officials.
- ⇒ Able to use and oversee technology and computer software, and be familiar with Microsoft Office
- ⇒ Thinks systemically and strategically, with the ability to reduce silos, centralize functions where appropriate, and build durable organizational systems; while establishing mission, vision, and values.
- ⇒ Balances strategic leadership with hands-on operational involvement, addressing daily challenges while advancing long-term priorities.
- ⇒ Shows strong comprehension, listening skills, and patience when engaging residents with strong opinions and high expectations.
- ⇒ Strong customer service-oriented mindset with the expectation of prompt response (even when answers are not immediately available).
- ⇒ Familiarity with transparency requirements (FOIA, public notice, quorum rules). Experience working with elected and volunteer boards and commissions.
- ⇒ High integrity and ethical standards, demonstrating professionalism and consistency.

Personal Characteristics

- * Integrity
- * Responsive
- * Leader/Manager
- * Organizer/Self Starter
- * Calm demeanor
- * Accessible
- * Coach/Mentor to Staff
- * Ethical
- * Innovative
- * Engaging
- * Strategic
- * Collaborator
- * Professional/Diplomatic
- * Listener
- * Hands-on
- * Efficient and Effective



OPPORTUNITIES & CHALLENGES

Opportunities

- Provides the opportunity to build modern human resources, technology, and administrative systems from the ground up to replace informal practices.
- Plays a central role in delivering high-profile capital initiatives, including school construction, police renovations, community center facility, and infrastructure planning.
- Enables improvement in organizational effectiveness and morale through clarified roles, accountability and consistent service expectations.
- Leverages a highly educated, civically engaged community and strong volunteer boards to support collaborative governance and long-range planning.
- Advances modernization through technology adoption, process improvement, and data-driven decision-making.
- Strengthens long-term financial sustainability through economic development, grants, partnerships, and community engagement.
- Partners with a professional, service-oriented department head team eager for engagement and inclusive leadership.
- Strengthens cross-department collaboration and shared service models.

Challenges

- Manage transition following the separation of Administrative Officer and Finance Director roles, requiring clear coordination and delegation
- Operates within a politically divided governance structure where day-to-day supervision is by the First Selectman and ultimate hiring and policy development authority is managed by the Board of Selectman.
- Manages high resident expectations in a community with strong public engagement and frequent input on municipal issues.
- Navigates chronic fiscal constraints driven by heavy reliance on residential taxes, a limited commercial tax base, and flat grand list growth, and balances it against the need for capital bonding projects, avoiding excessive tax increases and maintaining education and municipal services.
- Addresses long-standing staffing and capacity gaps, including overextended staff, unfilled positions, and pending retirements.
- Stabilizes fragile IT infrastructure while reducing cybersecurity risks and reliance on fragmented systems and vendors.
- Navigates contentious housing, zoning, and growth issues amid legal mandates, affordability concerns, and community input.

HISTORY OF POSITION

Charter 7-13: There shall be an Administrative Officer, appointed by the Board of Selectmen and serving at the pleasure of such Board. The Administrative Officer shall have training and experience in municipal government. They shall perform such duties as the Board of Selectmen shall from time to time determine. These duties may include administrative and supervisor responsibilities within the authority of the Board of Selectmen and First Selectman and shall be under the supervision of the First Selectman. Questions of policy are reserved to the Board of Selectmen and First Selectman under the provisions of this Charter.

In the past 13 years the Finance Director has served as Administrative Officer (AO) and Finance Director, after the last AO retired. The Finance Director wants to work part-time for the Town so there is now the need for a full time Administrative Officer. The Finance Director will continue in his role and provide support to the new Administrative Officer with past practices and history of projects.





Compensation and Application Process

Current Employee Benefits include:

- Connecticut Municipal Retirement (mandatory-CMERS) Employee 5.25% ,Employer 16.71% of wages
- Anthem Medical Insurance – High deductible health plan - Single deductible/ 2,000, Two or more deductible/ 4,000, Town contributes 50% of the HDHP deductible.. Employee Premium Share = 17%. Delta Dental Basic and Preventative Care
- Professional Development and memberships, Holidays –12 plus floater, Sick leave 12 days, Vacation 2 weeks, Personal Leave 3 days.

Contact Ms. Frank about salary range

Woodbridge is an AA/EOE Employer

Website: <https://woodbridgect.org/>

If you are interested in this exciting opportunity, or need additional details, please contact Ms. Frank. To apply now please submit your cover letter and resume to Ms. Frank. The position will remain open until it is filled; first screening date is May 13, 2026. Top candidates will be asked to complete a questionnaire, so early resumes will be reviewed quickly.

Ms. Randi Frank
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