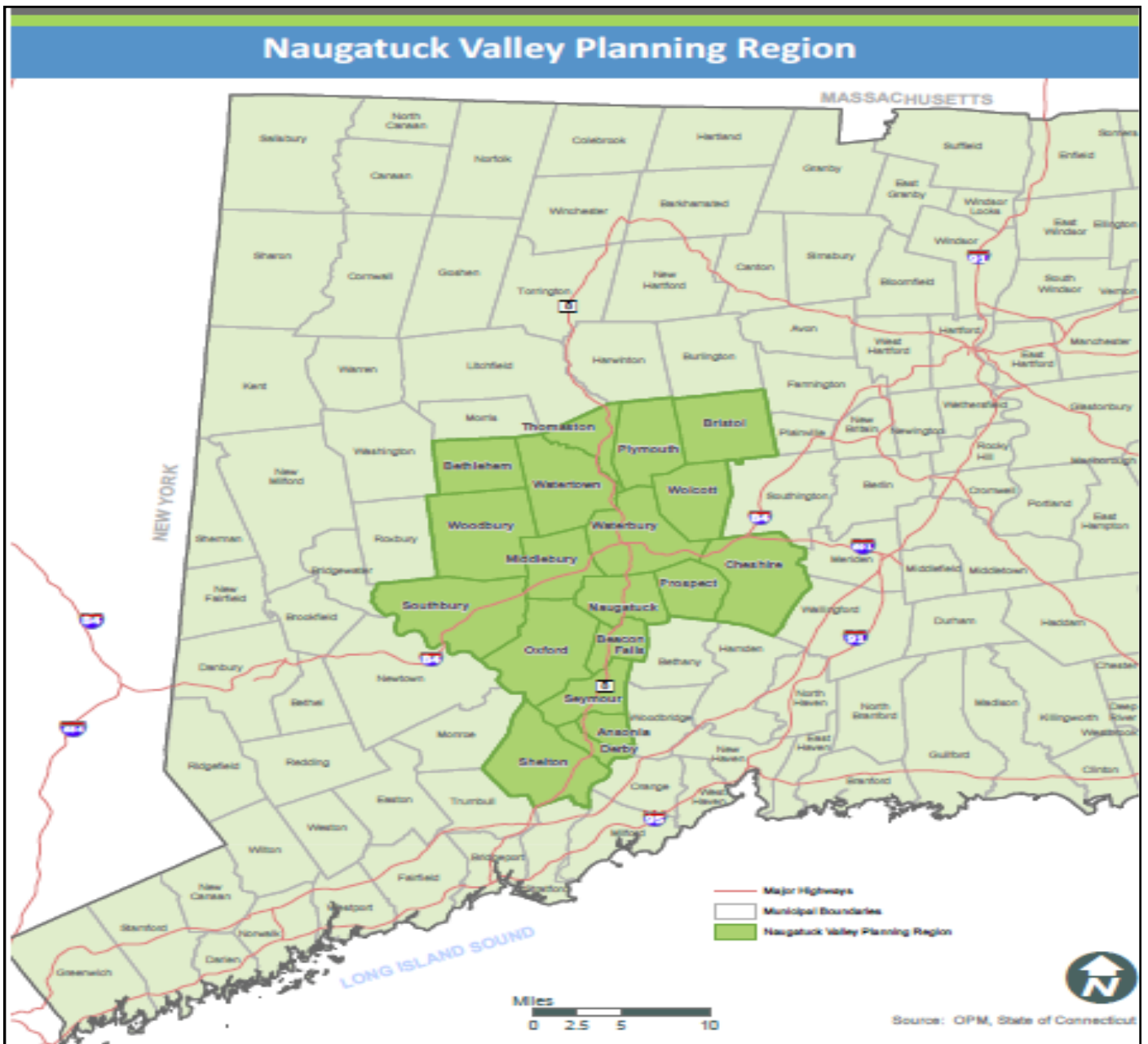


**THE NEWLY CONSOLIDATED  
NAUGATUCK VALLEY  
COUNCIL OF GOVERNMENTS (COG)  
CONNECTICUT  
INVITES CANDIDATES TO APPLY FOR  
EXECUTIVE DIRECTOR POSITION**



**List of Towns/Cities & Population from 2012 Estimates Alphabetical Order**

- City of Ansonia – 19,158**
- Town of Beacon Falls – 6,065**
- Town of Bethlehem – 3,566**
- City of Bristol – 60,603**
- Town of Cheshire – 29,300**
- City of Derby – 12,830**
- Town of Middlebury – 7,572**
- Borough of Naugatuck – 31,774**
- Town of Oxford – 12,819**
- Town of Plymouth – 12,089**
- Town of Prospect – 9,642**
- Town of Seymour – 16,561**
- Town of Shelton – 40,261**
- Town of Southbury – 19,877**
- Town of Thomaston – 7,788**
- City of Waterbury – 109,915**
- Town of Watertown- 22,261**
- Town of Wolcott – 16,724**
- Town of Woodbury – 9,848**

**Description of Council of Governments (COG)**

The newly formed Naugatuck Valley Council of Governments (NVCOG) will replace the Council of Governments of Central Naugatuck Valley and the Valley Council of Governments plus add two towns from the Central Connecticut Regional Planning Agency. The consolidation is part of an overall effort initiated by the legislature and implemented by the Office of Policy & Management (OPM) to reduce the previous fifteen regional planning organizations to nine.

The Naugatuck Valley Council of Governments will represent 19 towns and cities with a population of 448,738, over 420 square miles with 2,965 miles of roads. The COG will also serve as the Regional Planning Commission for these same towns which are directed by state statutes to review proposed zoning text, map changes and subdivisions that affect property within 500 feet of municipal boundaries. Currently, the 19 towns are separated into three Metropolitan Planning Organizations (MPOs); which conduct transportation planning and allocation of state and federal transportation funds and setting priorities for highway, rail and para transit projects. MPO boundaries play a role in the distribution of federal & state transportation funds to regional councils of government, and the re-designation of MPO boundaries is an ongoing issue in the state. It is anticipated that the federal process to align CT's COGs with MPO boundaries will be completed in the next 2-3 years. Initially, NVCOG will

host one of these MPOs (CNVMPO) primarily covering municipalities in the Waterbury Urbanized Area and co-host another MPO (GBVMPO) on behalf of 4 municipalities in the Bridgeport/Stamford Urbanized Area. It will also perform transportation planning work for two communities in the Hartford Urbanized Area under subcontract from the CRMPO.



## **Highlights of Current Projects**

The NVCOG provides Regional Planning and Transportation Planning services as well as numerous services, project management, and technical assistance to all the 19 towns and cities including:

- Emergency Preparedness Coordination by working with the various DEMHS (Dept. of Emergency Management & Homeland Security) Regions and various committees serving the towns and cities
- Economic Development assistance to towns and cities by working with the various tourism districts, economic development authorities and committees, framed by a Comprehensive Economic Strategy for the region.
- Monitor the performance of the region's transportation systems and provides transportation data or studies to assist in setting priorities
- Provide an annual profile of the region related to demographics, social, economic and housing characteristics
- Advice on water quality, non-point water pollutions and best practices to reduce water run-off
- Providing shared services through coordinating regional approaches to municipal service delivery
- Providing transit capital through infrastructure and equipment prioritization and procurement
- Provision of GIS mapping services and technology
- Redevelopment through administration of brownfield funding to revitalize properties and riverfronts in key locations for economic development

The larger region will bring staff together to provide a better coordinated focus on transportation needs and the shared service needs, which are critical to the future quality of life for the communities. A consolidated region enlarges the possibility of reaching a critical mass of cooperating municipalities to support economic development and improved quality of life throughout the 19 towns. They anticipate facilitating shared services and taking advantage of economies of scale for the larger organization and greater economic benefit to the whole region.



## **Highlights of Special COG Projects**

- Transportation Improvement Program (TIP)
- Brownfield Projects including administering funds from EPA and DECD. Program includes 25 towns in the State based on those who wish to participate. It has become a one-stop center for the government process for Brownfields.
- Congestion Management Systems – staff built a custom Congestion Management System (CMS) by using open source software and Google Maps that allows it to monitor congestion on the region’s highways without doing on site surveys saving gas and staff time as well as producing a traffic video to analyze the congestion
- Prepare Plan of Conservation and Development for Ansonia, Derby & Seymour
- Naugatuck River Greenways was recognized in the America’s Great Outdoors initiative by the US Dept. of the Interior
- Design of a number of state road projects including the reconstruction of Main Street through the City of Derby.
- Work with a number of Towns on a Regional Animal Shelter Study
- Administer Household Hazardous Waste collection for 10 Towns
- Administer capital improvement grants from the FTA for Valley Transit District, including the purchase of replacement vehicles, office equipment, passenger amenities and upgrade of the VTD’s maintenance facility
- Provide Geographic Information Systems (GIS) data to the Towns and Cities for various projects such as Plan of Conservation and Development, parking study, economic development, maps, etc.
- Development of new Long Range Transportation Plan and Unified Planning Work Program (UPWP) for the three MPO regions
- Prepare a map of all open space, zoning map and other land use data for the region
- Inventory of all sidewalks in the different towns
- Inventory of all storm water outfall areas
- List of all historic sites (including museums and nationally registered historical buildings) for all 19 towns which can promote tourism in the area
- Passenger count of the Waterbury Transit (Bus) system to assist with better operations
- Assistance with 5310 grant funds for the purchase of wheelchair accessible vehicles for disabled and senior population in most towns
- Participation in the New York and Connecticut Sustainable Community initiative
- Development of Transit Oriented Development (TOD) Projects for the Waterbury branch rail line and Route 8 corridors.

**Web Site Links for various reports listed above:**    [www.cogcnv.org](http://www.cogcnv.org)    [www.valleycog.org](http://www.valleycog.org)



## Job Description

The purposes of this position are to provide administrative guidance, direction and accountability for all COG operations. The Executive Director is responsible for such administrative duties as: budget preparation, program planning, and implementation of COG policies, grant proposals and administration, preparation of regional documents, purchasing, risk management, human resources and supervision of staff.

- Oversees and develops various documents which reflect the COG vision and meet grant requirements such as: Transportation long and short term plans, Regional Plan of Conservation & Development, Unified Planning Work Program, etc.
- Recommends, organizes, initiates and directs COG operating and capital budget process for approval by COG Board;
- Recommends, organizes, initiates and directs COG grant applications and administration for approval by COG Board;
- Administers human resource functions and purchasing functions
- Recommends, organizes, initiates and directs various programs for approval by COG Board; prepares written and oral presentation for Committee and Board Meetings
- Prepares agenda and ensures packets are provided for COG meetings; attends meetings as a non-voting member and advisor and presenter; advises Board on legal, social and economic issues affecting the COG or region;
- Works to advance the COG legislative agenda in regional issues of transportation, planning, brownfields, and regional service sharing, etc.; testifies at State legislature;
- Represents the COG at regional, state and federal agencies; responds to the public's concerns; promotes economic development for the region, etc..

## Qualifications

The qualifications required would generally be acquired with a Master's Degree in Public Administration, Planning/regional planning, Transportation, Urban/Community development or some closely related field and 10 years of progressively responsible experience in regional or municipal planning functions or organizations; experience must include responsible management, supervision, administrative and budget experience; municipal/regional government experience and grant experience preferred; or any equivalent combination of education, work experience and training that demonstrates the knowledge and ability to perform the duties.



## Characteristics of the Ideal Candidate

- Honest – Trustworthy – Diplomatic – Ethical
- Upfront and forward with members
- Personable - Treat citizens, developers and town official with the same respect
- Both Planning and Management experience - Knowledge of Transportation issues
- Acknowledges the 19 CEO's are the Board of Directors and Policy Board
- Understands the legislative process and federal/state regulations – understand MPO and RPA functions - Cooperation with other COG's
- Non-Partisan/ A-political - but understands politics
- Ability to sell the region - Ability to build relationships
- Collaborative management style
- Technology savvy
- Solid leadership experience and skills
- Great communication skills – keeps CEO's informed of big issues
- Provide the vision and knows how to implement the vision
- Willingness to accept challenges and listen to advice -Not fearful of confrontation
- Delegate to a professional staff that is self-directed (not micromanager)
- Team Management - Consensus building -Supportive of and accessible to staff
- Person who goes out to meet all Town CEO's and learn how their Town's functions



## Opportunities and Challenges

- **Take charge of bringing the two administrative staffs together and to bring together the 19 towns as a new COG – Manage the consolidation- Sensitive to the cultural difference and take the organization to the next level – will need to build the organizational chart, etc.**
- Prepare updated information for CEO's so meetings run smoothly
- Look at options for shared services when feasible
- Ability to work with a diverse group of towns and town official
- Need to learn the framework of operations quickly
- Promote economic development and tourism in region
- Ability to fight for money for region-promote more grants
- Continue to develop a fair process for setting priorities in the region
- Continue the existing programs – like brownfields, hazardous material collection, etc
- Promote what the COG does with all the Towns and citizens – more Public Relations
- Advocate for transportation – such as more rail service, bus service and improvements to route 8 and 84 as well as smaller state roads
- Continued clean-up of Naugatuck river and making it a focus of the region for quality of life and economic development
- Region was a powerhouse of manufacturing/industry in the past – taking that history and moving the region forward with new ways of promoting business such as the clean-up of brownfields, development of Transit Oriented Developments and promotion of improved infrastructure
- Administrator with the Big Picture Planning view – promote what is good for whole region
- Understand growth potential of area due to transportation availability & affordability of area compared to Fairfield County

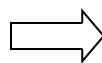


## Compensation & Application Process

The salary for this position is negotiable depending on qualifications & experience **Salary Range \$95,000-\$115,000** with employee benefits such as: health, defined contribution retirement plan, professional membership, etc.

If you are interested in this position and want to be considered for this exciting opportunity to be on the ground floor of a new consolidated organization then email your cover letter and resume ASAP or by 10/24/14 deadline to

Naugatuck Valley COG is an EEO/AA Employer



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