



CITY OF NEW HAVEN

TONI N. HARP, MAYOR

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SINCE 1958

TO: All City Managers
FROM: Mayor Toni N. Harp *Toni Harp*
DATE: June 30, 2016
RE: Role as a City Manager

The purpose of this memorandum is to reiterate the importance of your role as a manager for the City of New Haven and to stress how that role integrates with my Administration's goal and objectives. Your signature at the foot of this memorandum testifies that you have been apprised of its content and been provided a copy. Be advised that a signed copy will be placed in your personnel file.

I. Proper and Adequate Supervision

Your role as a manager is to oversee the activities of your unit, department or agencies. You shall ensure that all supervisors and staff members are assigned work and that they are doing their respective jobs up to the standards required. Appropriate staff must be on-site at all times, to ensure compliance with job standards, procedures, regulations and laws. Your focus must be to ensure that all staff are performing at the highest level of professionalism, consistent with the requirements of State laws, City Charter, municipal ordinances and the City's rules and regulations.

II. Mission and Goals

The ship that is the City of New Haven has but one captain. As Mayor, I expect that you as a manager will support the decisions of my Administration, though they may be contrary to your personal opinions or thinking. Excessive negativity or opposition published in whatever manner or medium is not acceptable and will not be tolerated. Decisions by the Administration and directives addressed to you may well be based upon a much broader scale and/or upon consideration of issues unknown to you or not available to manager levels. Your role is to effectively implement the policies, directives and missions of my Administration. You must display and reflect support for the

Administration's policies and missions to staff, to the Board of Alders, outside contractors, consultants and agencies and to the public.

You are also tasked with reviewing and keeping current department rules, processes and procedures, and with developing standard operating procedures to assure effective operation of the City's programs.

Based on your performance and dedication to the City of New Haven, I am confident we will make advancement in your areas of oversight and your operation will be a positive example for the employees in the City.

Printed Name

Signature

Date