

Town Manager for Town of Leo-Cedarville, Indiana

The Town of Leo-Cedarville is seeking applicants for the position of Town Manager. Leo-Cedarville is a beautiful bedroom community located next to the scenic St. Joseph River and the Cedar Creek Reservoir about 12 miles Northeast of the City of Fort Wayne. The Town has a population of approximately 3,600 people and enjoys several beautiful parks and an active small town business district.

The Town Manager is the administrative head of the Town, and under the direct supervision of the Town Council is primarily responsible for running the day-to-day business of the Town. The Town Manager attends all meetings of the Leo-Cedarville Town Council and carries out duties assigned by the Council. The Town manager has direct supervisory authority over Town employees, other than those reporting directly to the Town's Clerk-Treasurer. The Town Manager attends all meetings of the Town Park Board, Storm Water Board, Plan Commission, and Board of Zoning Appeals and acts as the Secretary for those boards and the liaison between those boards and the Town Council. The Town Manager, acts as the Town Zoning Administrator, and processes applications for improvement location permits, development plans, subdivision plans, and rezoning petitions. The Town Manager acts as a liaison between the Town and other governmental units, contractors, and the public at large and is largely responsible for public relations. The Town Manager receives questions and complaints from citizens, investigates complaints, and works with the Town Attorney and Sherriff's department regarding the enforcement of Town Ordinances. Also, the Town Manager works with the Town Engineer regarding the oversight of construction projects, and oversees other contracts on behalf of the Town.

A complete job description and copy of the Ordinance establishing the position and duties of the town Manager are available upon request.

The Town is looking for candidates who have experience in small town management and who are interested in making a long-term commitment to serving the welfare of the community and advancing the policies and strategic goals of the Town Council.

It is required that, the Town Manager live within the attendance boundary map of the Leo Jr./Sr. High School in the East Allen County School District, and preferably within the corporate limits of the Town of Leo-Cedarville. The successful candidate will be given one (1) year from the date of hire to relocate his or her residence to within the Leo schools' attendance boundary.

Minimum Qualifications:

- A bachelor's degree in Public Administration, Business Management, Human Resource Management, Land Use Planning or similar field of study or a minimum of five (5) years of practical experience in in local government management.
- Experience as a supervisor.

- Computer skills preferred include a background in MS Word, PowerPoint and Excel; Adobe PDF file creation; website management software and financial accounting software.
- Ability to speak in public, and experience with making public presentations.
- Ability to communicate professionally both verbally and in writing.

Upon request, candidates will be expected to provide a copy of any and all academic grade transcripts, pass a drug screen test and pass a background check.

Applications must include a resume and cover letter and at least three professional references and two personal references. References will not be contacted without prior notification to the candidate. Applications should be submitted to the Town Clerk-Treasurer at LCINemployment@gmail.com