



**Town of St. John, Indiana
Town Manager**

St. John, IN (pop. 18,047). GovHR USA is pleased to announce the recruitment and selection process for a Town Manager for the Town of St. John, Indiana. The Town of St. John is strategically located 24 miles southeast of Chicago and is filled with quiet neighborhoods and quality schools. “A Town you can call HOME” is a well-planned community with an extensive bicycle and pedestrian trail system that winds through St. John’s lovely subdivisions. The community is also home to various local specialty shops and select larger retail stores and has an attractive income tax rate for the northwest area of Indiana.

St. John is home to many of Indiana’s top rated public and private schools including Lake Central High School, Kolling Elementary School, St. John the Evangelist, Crown Point Christian and Illiana Christian. Residents can bike and walk paths to local sport fields, take in a round of golf or stroll to local restaurants and stores. St. John provides convenient access to the greater Chicagoland area while still providing an urban setting for residents and visitors.

In 2019, St. John was named by Safewise as the safest City in Indiana and the 19th safest in America. It was also the 12th Best Place to live in Indiana for Families by Wallethub. The National Council for Home Safety and Security rated it as the 3rd safest community in Indiana and HomeSnacks has ranked it as the 3rd best place to live in Indiana in 2019.

ABOUT THE TOWN AND THE POSITION

The Town operates under the Town Manager form of local government administration. The Town Council is elected at large by a vote of all voters residing within the Town and each shall represent the district from which they ran. There are currently two At-Large Representatives and three Council members representing the three wards of the Town.

Together the Council members create policy and direction for the Town. They perform such functions as passing resolutions and ordinances, approving the expenditure of money, levying taxes, approving subdivisions, zoning, and other land use regulations, and generally deciding on important issues which affect the Town of St. John.

The Town’s budgets total around \$24 million, including a \$6 million general fund. The Town’s equalized value exceeds \$1.27 billion and it has a bond rating of AA.

The Town is seeking a highly professional, progressive public manager with exceptional interpersonal skills and experience in municipal management to serve as the Town Manager. The successful candidate will be responsible for the direction and coordination of the economic development, planning and growth and financial activities of the Town of St. John.

The Town Manager works under the broad policy guidance of the Town Council and exercises supervision over all municipal employees either directly or through subordinate supervisors, except those employees of the Clerk-Treasurer’s Office and the Police and Fire Departments. The

Town Manager performs high level administrative, technical and professional work in directing and supervising the administration of town government.

The Town Manager provides leadership and direction in the development of short- and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations to Council; coordinates department activities with other departments and agencies as needed. The Manager will provide professional advice to the Town Council and department heads and make presentations to councils, boards, commissions, committees, civic groups and the general public.

Additionally, the Town Manager assures that assigned areas of responsibility are performed within budget by performing cost control activities, monitoring revenue and expenditures for sound fiscal control and assuring effective and efficient use of budgeted funds, personnel, materials, facilities and time. The Town Manager is also responsible for resolving grievances within the framework of the personnel policy handbook and making recommendations for updates to the handbook.

The Town Manager will also pursue financial grants that benefit the Town with Town Council approval. The Manager will also be expected to attend all meetings of the Council, or boards, commissions or committees which require Council attendance. The Manager makes recommendations, subject to advice and consent of the Town Council, on the appointment or removal of department heads and employees, except as noted above.

The successful candidate shall have:

- A bachelor's degree in public administration, political science, business administration, or related field from an accredited four-year college or university with five (5) years' experience as a municipal manager. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered. A master's degree is preferred.
- Excellent communication skills and presentation skills required.
- Exceptional customer service skills servicing internal and external customers.
- Strong understanding of policies and practices of public administration with a working knowledge of municipal finance, human resources, public works, public safety and community development.
- The ability to prepare and analyze comprehensive reports and establish and maintain effective working relationships with employees, town officials and the public.
- The ability to be bonded and the ability to efficiently and effectively administer the requirements of a municipal government as defined by Town Council.

The starting salary range is \$80,000- \$110,000 DOQ. Candidates should immediately apply online at www.GovHRjobs.com with a cover letter, resume and contact information for five professional references to the attention of Sarah McKee, Senior Vice President, GovHR USA. Document submission deadline is January 20, 2020. **Electronic Submissions are required.**

The Town of St. John is an Equal Opportunity Employer.

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