

TOWN OF CHESTERTON – TOWN MANAGER POSITION

Overview

The Town of Chesterton, Indiana, a growing community located in Northwest, Indiana, is seeking candidates for the position of Town Manager. Chesterton is located just five minutes from the southern shore of Lake Michigan, approximately 45 miles east of Chicago, Illinois, and 45 miles west of South Bend, Indiana. With a population of 14,000 (2019 estimate), Chesterton is visited by more than one million visitors each year due to its proximity to the Indiana Dunes State Park and National Park as well as its numerous cultural and recreational amenities, including an historic downtown, the seasonal European Market, and a multitude of arts and crafts festivals, historic sites, local restaurants, and unique shops. The Town Manager serves at the pleasure of the Chesterton Town Council.

General Job Summary

The Chesterton Town Manager is the administrative head and economic development coordinator for the Town of Chesterton. The Town Manager reports directly to the Chesterton Town Council, which is a five (5) member legislative body elected according to Indiana law. The Town Manager will be expected to facilitate economic development within the Town and work with stakeholders to support quality of life improvements both inside and outside Chesterton. The Town Manager will possess strong leadership capabilities and will exhibit demonstrated abilities to work collaboratively with the Town's department heads and 100 employees. The Town Manager works closely with the Town Attorney on a multitude of issues concerning the Town, such as economic development initiatives, planning and zoning, implementation of Town policies, and personnel matters.

Duties and Responsibilities

The Town Manager's duties and responsibilities are, at a minimum, established by the Chesterton Town Code and the Chesterton Town Council. The Town Manager is primarily responsible for economic development within the Town, including attracting and retaining businesses that will bring good paying jobs to the Town of Chesterton. The Town Manager serves as the primary contact for companies seeking to locate to Chesterton. The Town Manager serves as a point of contact for individuals and businesses communicating with the Town, whether for the purpose of doing business, seeking information, or reporting concerns. The Town Manager works with and coordinates the efforts of the heads of the various departments of Town government and serves as a point of contact for prompt and effective resolution of human resource issues. The Town Manager serves as the NIMS coordinator and the Title VI coordinator for the Town of Chesterton. The Town Manager attends meetings of the Town Council, the Advisory Plan Commission, the Redevelopment Commission, the Utility Service Board, and other boards and commissions of the Town as directed by the Town Council, and assists in the development, review, and administration of

the Town's planning and economic development initiatives, including the Town's Comprehensive Plan. The Town Manager assists in the development of budgets for the various Town departments and the efficient implementation of municipal programs within those budgets.

Qualifications

The successful candidate will have a minimum of a bachelor's degree with a concentration in political science, public administration, business management or some related field. Experience in municipal government is preferred, as is an advanced degree and/or training in municipal management. Ideally, the successful candidate will have experience in city or town government within the State of Indiana and an understanding of the state and local legislative process, local planning, and economic development incentives. The ideal candidate will display evidence of continued professional development and a willingness to participate in organizations dedicated to professional advancement. A minimum of five (5) years of progressive managerial experience is required, preferably within a municipal organization. The Town Manager shall not hold any other elected or appointed positions in local government. The Town Manager should have considerable knowledge of public relations and administration, municipal finance, public works, public safety, and community development. Effective verbal and written communication is a must, as is a demonstrated ability to work with people and in teams, to establish and maintain positive relationships with a broad range of individuals and groups, and to transmit information efficiently and effectively to the Town Council, town employees, and to the general public. The successful candidate shall be required to execute a performance bond.

Working Conditions

The Town Manager primarily works at the Chesterton Municipal Building, but also attends meetings at the Chesterton Town Hall, as well as outside of the office. The Town Manager position is a full-time job, and the Town Manager should not expect to hold any other positions but should devote full attention to the position. Occasional evening work is required, especially for attendance at municipal meetings, as well as occasional work on the weekend and holidays. The Town Manager must be available to respond to emergency situations as they arise. The Town Manager will be expected to relocate to the Town of Chesterton within a reasonable time after being hired, but may, with the Town Council's consent, reside outside of the Town limits.

Benefits and Salary

The Town Manager position is a full-time, exempt, salaried position. The salary range is between \$75,000 to \$85,000, depending upon qualifications. The current Town Manager is provided a vehicle reimbursement of \$250 per month, which can be discussed with the successful candidate. The Town of Chesterton offers a generous package of health, vision, and dental insurance, along with paid holidays, vacation, sick, and personal leave days. The Town Manager is eligible to participate in the Indiana Public Retirement System.

How to Apply

A resume and cover letter should be directed to the Town Clerk Treasurer at cudvare@chestertonin.org. The Town of Chesterton is an Equal Opportunity Employer. The Chesterton Town Council anticipates selecting the successful candidate by December 1, 2020, with an expected start date in the first week of January, 2021.