

TOWN OF CLAYTON – TOWN MANAGER POSITION

Overview

The Town of Clayton, Indiana, a growing community located in West Central, Indiana, is seeking candidates for the position of Town Manager. Clayton is located just five minutes from the county seat of Danville, in Hendricks County, about 25 miles west of Indianapolis, Indiana. With a population of 1,039 (2020 estimate), Clayton is the only incorporated town in Liberty Township and is in the center of a rich agricultural part of the Southern part of Hendricks County. State road 39 goes through the town and U.S. 40 passes just to the South of town. Interstate 70 runs through Liberty Township a few miles South of town. The Town Manager serves at the pleasure of the Clayton Town Council.

General Job Summary

The Clayton Town Manager is the administrative head and economic development coordinator for the Town of Clayton. The Town Manager reports directly to the Clayton 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 Clayton. The Town Manager will possess strong leadership capabilities and will exhibit demonstrated abilities to work collaboratively with the Town's department heads and 7 employees. The Town Manager will be the immediate supervisor for town 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 Clayton Town Ordinances and the Clayton 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 Clayton. The Town Manager serves as the primary contact for companies seeking to locate to Clayton. 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 Clayton. The Town Manager attends meetings of the Town Council, the Planning and Zoning Advisory Board, the Board of Zoning Appeals, 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 oversees site plan review. Reviews land development/subdivision and exempt division proposals as needed to ensure compliance with land use ordinances, and federal and state regulations, including conducting on-site inspections, studying topography and ariel maps, verifying legal descriptions and lot sized, meeting with developers, attorneys and surveyors, engineers and resolving problems. The Town Manager assists in the development of budgets for the various Town departments and the efficient implementation of municipal programs within those budgets. The Town Manager will also serve as the violations officer for the town. The Town Manager will attend Town Council, Planning Commission, and Board of Zoning appeals meetings. The Town Manager shall provide technical assistance to these groups. Performs such other legally permissible and appropriate duties and functions as are required by the Town, or by state or federal law, or as shall be lawfully assigned to him by the Town Council.

Qualifications

The Town of Clayton prefers the successful candidate have a minimum of a bachelor's degree with a concentration in public administration, business management, political science, engineering 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 two (2) 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 Clayton Town Hall, and attends meetings at the Clayton 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 Clayton 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 starts at \$42,000. The Town Manager may be able to get vehicle reimbursement of \$250 per year, which can be discussed with the successful candidate. The Town of Clayton is willing to negotiate benefits of vacation.

How to Apply

A resume and cover letter should be directed to the Town Clerk Treasurer at ginny.mckamey@townofclayton.us. The Town of Clayton is an Equal Opportunity Employer.