



# Albion Town Manager

## Recruitment Profile



### Our Community:

#### Quick Facts

Population: 2,349  
 CN Students: 1,247  
 County Pop.: 47,309  
 Med. Income: \$57,822

#### Regional Proximity

Distance from Fort Wayne: 30 Miles  
 Distance from Warsaw: 37 Miles  
 Distance to Elkhart: 40 Miles  
 Dis. to CoL State Park: 5 Miles

### Mission Statement:

*The Town strives to provide the best possible services: efficiently, effectively, and ethically to the citizens of Albion; and seeks sustainable growth that protects, and enhances our natural, and historic resources while preserving values, qualities, and culture.*

# Our Story

The Town of Albion, founded in 1836, is a charming community of 2,349 residents. From its historic Downtown Square to the over 80 acres of award-winning parkland, Albion prides itself on being a small town with big character. Those who live, work, and visit enjoy several locally owned eateries, a brewery, and an ice cream shop.



Furthermore, Albion is home to the Old Jailhouse Museum where visitors can experience their local history, the [Black Pine Animal Sanctuary](#) (awarded a *Certificate of Excellence on Trip Advisor*) where exotic animals roam, and a brand new Splash Pad installed at Hidden Diamonds park, a cool reprieve from the sun on a summer day. Down the road just a few miles from town? [Chain O' Lakes State Park](#) - which sees over 300,000 visitors per year and is the focal point from which the Town's slogan was born.

Most every day-to-day task can be accomplished here. A run to the bank. A fill-up on gas. A quick trip to the hardware store for a box of nails. But for the

few amenities only found in bigger municipalities, Albion finds itself in the middle of it all, as the geographic center of Northeast Indiana. It is only a short trip to Fort Wayne or Warsaw, where residents can shop, but many would agree that Albion's, "room to breathe" is its biggest appeal.

In the summers, Albion hosts the Chain O' Lakes Festival, and in the Fall, we host an event called, "Scare on the Square" to celebrate Halloween. These events, and dozens of others, draw the citizens of Albion together to celebrate, eat delicious food, and enjoy the company of others in the Downtown Square - surrounded by the businesses and history that have made Albion what it is today, at 182 years old.

Albion is the perfect place to live, work, and play, offering employment opportunities, a renowned local school system (*Home of the 2018 Class 2A Women's State Basketball Champions*), and a community of hardworking individuals. We're more than the Gateway to Chain O' Lakes, we're the Gateway to Opportunity.



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## Our Government

The Town of Albion is a Council – Manager form of government with a duly elected Clerk-Treasurer that's tasked with ensuring that records are properly kept, and that proper financial management is met. The Council is a data, and values driven organization that continuously looks for ways to improve service-delivery to its residents.

# Qualifications of Town Manager

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The Town Manager shall be appointed by the Town Council solely on the basis of their qualifications, and perceived ability to fulfill the requirements of the position.

The Town Manager shall be appointed without regard to political beliefs, and need not be a resident of the Town, or state at the time of appointment, but during the term of office, our preference is that the Town Manager shall be a resident of the Town of Albion.

It is anticipated that the Town Manager will have experience in supervising personnel, budgetary oversight, operational, and maintenance functions that are related to the general management of the Town. The Town Manager is responsible for efficiently, and effectively running the operations of the Town, and shall be able to execute, and maintain a bond (as required by IC 36-5-5-5; and IC 5-4-1). It is anticipated that the Town Manager will continue to serve as staff to the Town's various boards, commissions, and committees; and will serve as the Council's appointee to other boards.

The ideal candidate will have a Bachelor's Degree from an accredited college, or University with a major in administration, management, or related field, and relevant experience as a Town Manager, or Assistant Manager. However, these are not exclusive, and all qualified candidates will be considered.

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## Personal Characteristics

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Personal characteristics are the foundation for assessing the right fit for the Town. The next Town Manager should be a team-player that is capable of working with Department Heads, as well as directing Department Heads in assisting with resolution of issues. The next Town Manager should continue to develop the relationships that have been established with State, Regional, and Local agencies, and organizations.

### We're Looking For:

- A person who appreciates working, and living in a small town
- A leader that motivates others, and takes pride in mentoring and helping others achieve success
- A public servant that is committed to providing quality services to residents
- A good communicator who can also listen, and understand other points of view, and explain complex issues
- Someone with vision that continuously seeks educational opportunities to generate solutions to complete problems
- An advocate for all Town residents
- An open, honest, and transparent manager that values honesty and is trustworthy in character and competence

# Compensation

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The Town Council will provide a competitive salary and benefits. The salary range for this position is \$45,000-\$58,798.22 commensurate with experience, and is negotiable. All candidates are subject to a full background check.

## Benefits include:

- High-Deductible Health Plan (\$3,000 Individual/\$6,000 Family), the Town pays 80% of the premium, and contributes 20% of HSA contribution
- The Town pays 100% of Employee Vision & Dental Insurance (employee responsible for 100% of Dependent Coverage)
- The Town pays 100% of Life Insurance (\$25,000), AD&D Insurance, and Short-Term Disability
- (12) Paid Holidays
- \$100 per year Longevity Pay beginning after (3) years, capped at \$1,000
- (3) Paid Personal Days each year
- Vacation and Sick Days
- The Town participates in the Indiana Public Employees' Retirement Fund (PERF)

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# Application and Selection Process

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To apply, submit a cover letter and resume to:

Carol Selby

Albion Clerk Treasurer

PO Box 27, 211 E. Park Dr.

Albion, IN. 46701

OR

[albionclerk@frontier.com](mailto:albionclerk@frontier.com)

Please direct any questions or inquiries to Town Councilman Darold Smolinske at [dsmolinske@gmail.com](mailto:dsmolinske@gmail.com).

Candidates will be reviewed on a rolling basis, and the position is open until filled.

No internal candidates for the job are anticipated.