



The Town of Munster, Indiana is searching for a Deputy Town Manager. This professional management position will be responsible for planning and directing the Town's Human Resources functions, facilitating communication and messaging operations both internally and external to the organization, as well as assisting the Town Manager in directing the operations and maintenance of the Town's infrastructure.

**About the position:**

*Responsibilities:* Example responsibilities and projects may include:

- Human Resources: Leading initiatives in hiring, performance reviews, employee engagement, compensation, and general support of the people services of the Town of Munster
- Communications: Representing the organization at meetings and events, crafting Town-wide communications such as newsletters and social media messages, and significant interaction with the public
- Infrastructure and Maintenance: Supporting Town operations, including managing contractors, crafting RFPs and evaluating proposals, project-managing special initiatives such as traffic studies, Council initiatives, and other quality of life improvements

*Schedule:* The Town Manager's office keeps standard office hours of 8:30am-4:30pm. The Deputy Town Manager will also be responsible for representing the Town at regularly scheduled evening meetings, such as that of our Town Council, various commission and committee meetings, and others as needed.

*Compensation:* The salary range for this position is \$70k-\$90k, commensurate with experience. The Town provides a very competitive benefits package, including comprehensive health care plans, dental, free vision, Indiana PERF, as well as generous accumulated leave policies.

**About you:**

The successful candidate will demonstrate:

*A strong base of relevant knowledge and experience. Such as:*

- A bachelor's degree in Public Administration, or other relevant field, and;
- At least three years of progressive municipal government experience
- Applicants with a combination of education and experience that provides equivalent knowledge, skills, and abilities are also welcome to apply

*A genuine, service-oriented demeanor.*

This position involves engagement with a variety of stakeholders -- from residents and elected officials, to contractors and interdepartmental colleagues. We pride ourselves on a high level of service to our community and are seeking someone who values the same.

*The ability to work successfully on a team and independently.*

This role will often work collaboratively with colleagues across departments (Public Works, Police, Fire, Parks and Recreation, Clerk-Treasurer, Community Development), and should be comfortable navigating a variety of needs and priorities. This role will also have a good deal of independence and should be comfortable taking initiative and being self-directed to seek out answers and make recommendations.

*Strong communication skills.*

The successful candidate will be able to communicate clearly and respectfully to a variety of audiences. The ability to distill complex issues and place



### **About the Town of Munster:**

In its over 100th year since incorporation, the Town of Munster boasts a wealth of cultural and public amenities enjoyed by its 24,000 residents. This community has grown gradually and totals approximately 9,000 homes. Conveniently located on the south shores of Lake Michigan the distinctive community of Munster offers the families and businesses that call it home all the advantages of life in the big city with a wide selection of shopping, cultural events, and outstanding accessibility - just 26 miles south of Chicago.

Munster's location near major highways, airports and rail lines has helped the town become a desirable center for business of all sorts, with several industrial parks, smaller office complexes, and medical facilities large and small. The Town is in an exciting period of growth and redevelopment with several major projects underway, including Centennial Village, Maple Leaf Crossing, the NICTD West Lake Corridor Project and its corresponding West Lake Transit-Oriented Development.

Additionally, one of the central points of pride for the town is its consistently top-ranked education system. The elementary schools have received state recognition for meeting the highest standards of attendance, parent participation and student performance. Attractions located within Munster's borders are the Center for Visual and Performing Arts, Edward P. Robinson Community Veterans Memorial, and the community's latest addition - Centennial Park.

Munster is a great place to live, play and work. The Town is first class in education, culture, shopping, health care, transportation, parks and recreation.

**To apply:** Questions, resumes, and cover letters should be directed to Town Manager Dustin Anderson at [danderson@munster.org](mailto:danderson@munster.org) no later than the close of business of October 8, 2021.