



EDINBURGH  
INDIANA

# TOWN MANAGER

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# RECRUITMENT



VERIDUS  
GROUP

# OUR PROFILE

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The Town of Edinburgh is a vibrant community situated along the Interstate 65 Corridor between Indianapolis, IN and Louisville, KY. The community provides a diverse and expanding set of opportunities and is currently experiencing industrial growth. Strategically located with easy access to major metropolitan populations and amenities, Edinburgh maintains the feel of the traditional small Midwest Town. Excellent parks and natural resources provide opportunities for entertainment and recreation.

Uniquely located in three counties, Edinburgh is adjacent to Camp Atterbury. This military institution is comprised of thirty-six thousand acres utilized for individual, collective and joint operation training and maneuvering. Camp Atterbury is also the home of Muscatatuck Training Center, an urban training center utilized by the Department of Defense, along with nationwide police, fire and EMT departments. In 2021 Camp Atterbury became one of eight national sites that housed Afghanistan Refugees providing a safe-haven and preparing them for resettlement across the United States.

Edinburgh has an estimated population of 4,443 and the corporate boundaries consist of 3.1 square miles. In addition, the town provides utilities and other municipal services to a joint taxing district comprised primarily of industrial parks and the Indiana Premium Outlet Mall on the south side. Recently, a second phase of residential building lots has opened at the Timbergate Golf Course. Town officials are working with developers to identify additional residential development land and opportunities.



# TOWN GOVERNMENT

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The Town of Edinburgh operates under a Council/Manager structure. The council members are elected at large; two council members are elected in one election cycle and the remaining three in the following year election cycle. The council is responsible for appointing the town manager and town attorney, while the Clerk/Treasurer is elected by residents of the community. Edinburgh is a full-service community providing police, fire/ems/emergency rescue, street, park, and planning along with providing water, sanitary sewer and electric utilities to the community. The town owns, operates and maintains a cemetery and golf course. The town has sixty full time employees and during the summer expands to one hundred fifty employees full and part time. The Town Manager oversees nine department supervisors.

The annual general fund budget for the town is eight million dollars and the utility enterprise funds comprise an additional twelve million dollars.

In addition to management of corporate limits, the town has entered into a joint taxing district with Bartholomew County to manage an industrial park, the Indiana Premium Outlet Mall and interstate interchange service area on the south side of the community. The joint taxing area is currently leading the industrial growth in the area. Edinburgh is part of the Columbus Metropolitan Statistical Area and lies just south of the Indianapolis Metropolitan Statistical Area.

## CURRENT & UPCOMING PROJECTS

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The Town has been active in enacting and completing various projects to propel the community forward. Many of the infrastructure projects will enhance growth opportunities for residential, commercial and industrial activity in the region. The Town has been successful in obtaining grant funding to pair with cash on hand or future revenues to complete and fund many of the projects. The town enjoys a good financial position and will benefit with the growth of assessed value and economic activity as the projects come online.

Current Projects include a new water treatment facility, replacement of transformers at one of the town's residential electrical substations, construction of new streets along with rebuilds of various roads in the municipality. Additionally, the municipality is undertaking construction of a new fire station and expansion of Town Hall.

Upcoming projects that the next manager will have the opportunity to be a part of include:

- A new industrial park electric substation
- Electrical line relocation along State Road 252
- Extension of South Main Street into the industrial park
- Partner with INDOT for the rebuild of State Route 252 including sidewalks, curbs and stormwater systems
- Phase II of the Prosser stormwater system
- Water/Wastewater extensions in the industrial park
- New residential development along the US-31 corridor

## POSITION DESCRIPTION

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The Town Manager is responsible for planning, organizing, directing, and coordinating with the Town Council and various department heads regarding the daily operations of the community. The manager will provide information and recommendations to the town council, redevelopment commission and other boards as necessary. It is expected that the manager will develop working relationships with the town council in addition to other elected and appointed officials in neighboring jurisdictions. They will engage and foster alliances with community leaders, private contractors, business owners and not for profit boards and directors.



## **Primary Responsibilities:**

- Plan, organize, and direct municipal staff to ensure a coordinated and efficient effort to achieve Town goals and objectives.
- Plan and direct the administration of Town services, including contracts for services.
- Monitor operations to ensure compliance with applicable laws, regulations, rules, policies, and ordinances.
- Develop and implement administrative policies, rules, and procedures.
- Implement and apply Town Council actions, directives, and policies.
- Ensure that public services are efficiently provided and that all outside requests and complaints are effectively handled.
- Direct communication activities to keep the public informed of Town plans and operations.
- Provide effective support to the Town Council, prepares reports to the Town Council, and recommends the establishment of goals, programs, and objectives.
- Prepare semi-monthly council agenda and subsequent documentation for approval of items.
- Attend and participate in all Town Council meetings, Redevelopment Commission Meetings, and meetings of other Town boards/commissions as appropriate.
- Represent the Town in local, regional, and state meetings, and in community group functions.
- Work cooperatively with other governmental units and municipalities on matters of mutual interest.
- Oversee the preparation of operations and capital budgets, including recommendations for tax levies and utility rates and submits to Town Council for consideration.
- Oversee the expenditures of established budgets.
- Work with Clerk-Treasurer to ensure that financial assets are properly controlled and provides accurate information for financial planning.
- Develop and direct personnel programs, policies, and procedures, including administration of the position classification and salary ordinance.

# LEADERSHIP OPPORTUNITIES

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**Residential Housing** – Housing and affordable housing have been identified as opportunities for growth in the community. Edinburgh is a net importer of jobs, but residential growth has been stagnated. The current administration is working on expanding the local housing stock, partnerships will need to be created with developers, landowners, and command staff at Camp Atterbury. Annexation of the property will need to occur to make expansion of utilities and public service affordable.

**Governmental Partnerships** – While being located in three counties is unique it also poses challenges. In addition, Edinburgh is part of the Columbus Metropolitan Statistical Area but sits just south of the Indianapolis MSA. Forming partnerships with appointed and elected officials from adjoining jurisdictions will help create opportunities for growth in Edinburgh and the Region.

**Human Capital and Organizational Development** - The Town Manager will have the fortune to direct competent, talented, and capable employees who are eager to collaborate and work in an environment with progressive and fair leadership, support, and a cohesive culture. Edinburgh will depend on the town manager to help combat similar problems that all industries are facing; an aging workforce, competition for quality employees and pressure to perform “more with less”. The Town Manager will provide direction, guidance and resources, and allow staff the space to use their talents to perform autonomously in carrying out directives. The Town Manager will also explore staffing and workspace needs to accommodate operational efficiencies.

**Infrastructure** – Edinburgh prides itself on providing high quality utilities, including electric, to its citizens and businesses. The manager in partnership with the department heads will be responsible for continual upkeep, smart planning for growth, and creating partnerships to continually provide safe, efficient services that are responsive to customer needs.

**Quality of Life** – The next manager should be prepared to be involved in the community, looking for opportunities to increase quality of life and celebrate the history and wins in the community. The Town manager will make recommendations to council and decisions within authority that will continually improve the community.

# POSITION REQUIREMENTS

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The position requires a combination of education and experience equivalent to a bachelor's degree in public administration, business administration, urban planning, civil engineering or a related field. Candidates should possess two years of experience in a comparably sized community or organization with a wide range of knowledge and duties in municipal operations and management.

The salary range for the position is \$50,000 - \$92,650. The town is part of the Indiana Public Employees Retirement Fund, and offers additional health, dental & vision insurance.

## SUBMISSIONS

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Candidates should submit a letter of interest and resume to Pete Olson, [polson@theveridusgroup.com](mailto:polson@theveridusgroup.com). The position is open until filled, interested candidates are encouraged to submit by February 15th, 2023. For more information please contact Pete Olson via email or phone (765-273-0799).

For more information about the Town of Edinburgh, visit [www.edinburgh.in.us](http://www.edinburgh.in.us).



The Town of Edinburgh is an Equal Opportunity Employer. We do not discriminate against qualified applicants based upon any protected group status, including but not limited to race, color, creed, religion, gender, national origin, ancestry, age, marital status, military or veteran status, sexual orientation, physical or mental disability or medical condition as defined by applicable equal opportunity laws.



**VERIDUS**  
GROUP

6280 Shadeland Ave  
Indianapolis, IN 46220  
317-598-6647  
[theveridusgroup.com](http://theveridusgroup.com)