



Town of Huntertown

15617 Lima Road * PO Box 95 * Huntertown, IN 46748
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Job Opening: Huntertown Town Manager

The Town of Huntertown is accepting resumes for a full-time Town Manager. Position opens on February 1, 2024.

Duties will include, but are not limited to, the following: The Town Manager (TM) is the person responsible for handling the day-to-day operations for the Town of Huntertown. The TM leads a dedicated staff working to improve the community for the residents and to ensure success for many local businesses and is the point of contact for Council and USB matters. Experience in project management, fundraising, economic development, planning and zoning uses, and grant writing are integral to success. Willingness to listen to the community, embrace change and tackle big projects are really helpful in this role. In addition to statutory duties of the TM, the TM also serves in a variety of roles as a representative of the Town Council, Utility Service Board and Redevelopment Commission.

Indiana Code 36.5.5 Generally Defines the Duties of a Town Manager:

1. shall attend the meetings of the legislative body and recommend actions the manager considers advisable;
2. shall hire town employees according to the pay schedules and standards fixed by the legislative body or by statute;
3. shall suspend, discharge, remove, or transfer town employees, if necessary for the welfare of the town;
4. may delegate any of the manager's powers to an employee responsible to the manager;
5. shall administer and enforce all ordinances, orders, and resolutions of the legislative body;
6. shall see that all statutes that are required to be administered by the legislative body or a town officer subject to the control of the legislative body are faithfully administered;
7. shall prepare budget estimates and submit them to the legislative body, when required;
8. shall execute contracts on behalf of the town for materials, supplies, services, or improvements, after the completion of the appropriations, notice, and competitive bidding required by statute; and
9. may receive service of summons on behalf of the town.

Additional duties of the Town Manager:

1. Serve as the staff to the Town Council. Research issues and policies as directed by the Town Council. Suggest to the Town Council ways to improve service delivery to the taxpayers with an emphasis on savings in the delivery of said services. Suggest better, more efficient ways of conducting business. Work with the department heads to assist in the resolution of issues.
2. Insure the policies and directives of the Town Council and USB are followed.
3. Maintain board appointment lists and advise the Council President and/or the appropriate appointing authority of any vacancies or reappointments needed.
4. Oversee the maintenance and revision of 5, 10, and 15 year capital and equipment plans.
5. Supervise, review, and monitor adequate and proper insurance coverage for town buildings, equipment and liabilities. Work with Clerk-Treasurer to keep records up-to-date.
6. Oversee the Sidewalk Program.
7. Oversee and update the CEDIT Plan of the town.
8. Work with the Utility Superintendents and the Town Engineer on utility compliance.
9. Research and investigate, through interaction with the state and special agencies, to aid in the acquisition of available grants to promote the continued growth of the town, including but not limited to IDEM, INDOT, DNR, AIM, NIRCC, GFW, and the Poka-Bache Trails Coalition .
10. Aid department heads by listening to matters brought by citizens in an attempt to resolve those matters with the department head, if possible, prior to a Council meeting or present them to the Town Council for review.
11. Report in writing the activities of the Town Manager to the Town Council at its regular meeting.
12. To perform such other responsibilities as the Town Council shall designate.

Normal Office Hours: 8:30 a.m. to 4:30 p.m. – Monday through Friday.

This is a salaried position and is exempt from overtime pay.

Salary Range: \$65,000 - \$80,000 annually

Interested candidates shall submit cover letter and resume, with references, to Huntertown Town Council at council@huntertown.in.gov no later than February 2, 2024.