

The Town of Cedar Lake is accepting applications for the position of Town Manager.

**Compensation:** This position has a maximum biweekly rate of \$3,641.61, commensurate with education and experience. Benefits include health insurance with medical, dental, and vision coverage, life insurance, participation in the Indiana Public Retirement System, and paid time off and vacation. The Town of Cedar Lake has an employee assistance program through Franciscan Health.

**Job Summary:** The goal of the Town Manager's job position is to manage and oversee the daily operation of the Town Government. The position is responsible for establishing, undertaking, and successfully completing policies and processes that ensure effective Town government administration. The Town Manager shall develop and manage robust communication channels for all staff and residents.

In a growing and developing community like Cedar Lake, the role of the Town Manager extends into the Building and Planning Department, where proper planning and infrastructure improvements must be addressed daily. In addition, the Town Manager's duties include assistance with the preparation and administration of the annual Town budget, all human resources functions, providing specialized advice to the Town Council, serving as the administrative head of the Town Government, and oversight the Town's projects.

**Desired Qualifications:**

- Possesses a Bachelor's Degree in Business, Finance, Accounting, Public Administration, or a related field.
- Obtained at least five (5) years of experience in Public Administration, including operation management, budgeting, and people management.

Applicants will be required to take a pre-employment drug screening, pass a background check, and provide proof of a valid driver's license.

**Applications:**

Submit a resume, cover letter, and completed application.

- Can be submitted online: [Submit an application for employment.](#)
- A fillable PDF is available here: [Application for Employment.](#)
  - Email the completed application to [jobs@cedarlakein.org](mailto:jobs@cedarlakein.org)
  - Drop off your completed application at the Cedar Lake Town Hall, 7408 Constitution Ave.
- Pick up an application for employment at the Cedar Lake Town Hall, 7408 Constitution Ave.