

## TOWN MANAGER FOR THE TOWN OF AVILLA, INDIANA

The Town of Avilla is seeking applicants for the position of Town Manager. The Town of Avilla is a growing community North of the City of Fort Wayne and has a population of approximately 2500 people. The Town has a strong industrial sector and several new development projects, including new single-family subdivisions, historic downtown renovations and has just completed a new industrial park. The Park Department is making plans for improvements to the community park and Restore Avilla, an affiliate of Indiana Main Street, has completed several projects, including a mural project, to enhance the downtown.

The Town Manager is the administrative head of the Town and, under the direct supervision of the Town Council and is primarily responsible for running the day-to-day business of the Town. The Town Manager works closely with the Superintendent for all utilities on construction projects, housing developments, project management and oversight of utility upgrades and engineering agreements.

The Town Manager acts as a liaison between the Town and other governmental units, contractors, and the public at large and is responsible for public relations. The position is subject to Indiana Code 36-5, S-1.

The Town is looking for candidates who have experience in small town management and who are interested in making a commitment to serving the welfare of the community while advancing the policies and strategic goals of the Town Council.

### Minimum Qualifications:

- Bachelor's degree in public administration, Business Management, Human Resource Management, Land Use Planning or similar field of study, or equivalent experience.
- Experience in local government management.
- Experience as a supervisor.
- Computer skills including a background in MS Word, PowerPoint, Excel at minimum.
- Ability to speak in public, and experience with making public presentations.
- Ability to communicate professionally both verbally and in writing.

Applicants must include a resume and cover letter and at least three professional references. References will not be contacted without prior notification of the candidate. Resumes should be submitted in person to the Avilla Town Hall, 108 S. Main Street, Avilla, Indiana, mailed to The Town Manager at PO Box 49, Avilla, Indiana 46710, Or emailed to [bley@townofavilla.com](mailto:bley@townofavilla.com).

Resumes will be accepted until close of business on February 13, 2026.