

HIRING: Town Manager - Town of Albion, IN

The Town of Albion (pop. 2,271) seeks a Town Manager as Chief Administrative Officer under a Council-Manager form of government serving as primary advisor to the Town Council on administrative, disciplinary, budgetary, operational and maintenance functions related to typical Town management, policy implementation and daily operations & services. Also, working closely with the Town's Clerk-Treasurer and Department Superintendents.

Position Background

The current Manager is retiring by April 1, 2027 and the goal of this recruitment is to hire a successful Candidate as Assistant Town Manager with a negotiable starting date to be able to benefit from the experience of the current Manager for a few months prior to his retirement. The intent is to then promote the Assistant Town Manager to Town Manager, as determined by the Town Council in their sole discretion.

The Ideal Candidate

The Town Council is receptive to Candidates with 3 possible backgrounds for this role:

- Comparable municipal management experience as Town Manager (or equivalent such as Admin Coordinator), Planner, Dept Director, Elected Official, Engineer.
- Private sector executive, business owner or managerial background with transferable skills ideally from the local/regional area in an industrial, non-profit, banking/finance or entrepreneurial setting.
- Aspiring recent college grad with studies supporting an interest in a municipal management career, such as in planning, finance, business, human resources, public admin, marketing or real estate.

Character Sought

- Low-ego leader with high level of integrity that engenders trust
- A collaborative servant leader that fosters teamwork
- Organized & analytical with clear verbal, written and problem-solving skills
- Easily engages with staff, elected officials, consultants and the community
- Is approachable and diplomatic
- Can balance varying personalities with ease
- Makes sound decisions that enhance services and strengthen relationships
- Able to navigate complex issues with professionalism
- Prioritizes the town's best interests
- Promotes long-term success

Town Description

The Town of Albion offers a welcoming, close-knit community with a strong sense of pride and heritage. It is known as the Gateway to the Chain O Lakes State Park and home to the Black Pine Animal Sanctuary and several international industrial companies. Albion possesses one of the largest industrial footprints per capita in the country yet blends small-town charm with a forward-looking spirit, making it a peaceful place to live, work, and grow. Residents enjoy a vibrant culture reflected in community events, local traditions, and family-owned businesses that contribute to the Town's unique character. Albion is a community where neighbors know one another, civic engagement is encouraged, and public service has a visible and meaningful impact.

Qualifications / Experience:

- Minimum requirement is a High School Diploma or GED.
- Prefer Bachelor's degree in public/business admin, planning, finance or related field.
- Any relevant managerial and/or financial experience with municipal experience will be highly regarded, however the Town is committed to hiring from any of the 3 cited backgrounds with an emphasis on the character qualities sought and overall fit for the position.
- No References will be contacted without Candidate's permission.
- Hiring decision will be determined after Town Council considers input received from the Town Manager, Clerk-Treasurer and Department Superintendents on the successful Candidate's education, qualifications, skills, experience and interview results. Additionally, findings will be analyzed from a State of Indiana Driver's License check, criminal background investigation and employment & character reference checks.

*The salary range for this position is \$60,000-\$80,000
commensurate with qualifications, experience and subject to negotiation.*

See helpful Candidate & Town info under "TM Recruitment" at: <https://albion-in.org>

Application Process:

Position is open until filled. Reviews conducted as applications are received throughout the search process. Candidates should submit a cover letter and resume to:

**Stephen Guntz – Town Manager via email at: albiontownmanager@yahoo.com
or via USPS at: ATTN: Town Manager Search, 211 E. Park Dr. – P.O. Box 27, Albion IN. 46701**

