



TOWN OF DANVILLE

TOWN MANAGER

The Town of Danville is seeking a dynamic, collaborative and experienced community facilitator to be their next Town Manager. The successful candidate will have broad responsibilities with a special emphasis on working with a committed and engaged Town Council. The Town Manager will promote tourism; strategically lead the community through growth opportunities related to economic development, transportation, aging infrastructure; and support quality of life improvements such as parks, trails and other amenities.

ABOUT THE POSITION

The Town Manager, reports to a five member Town Council including members from single-member wards (3) and (2) at-large wards. The Town Manager leads 81 Full-Time and 28 Part-Time Employees, who deliver the services provided by the Town including utilities, finance, police, parks and recreation, planning and fire protection.

The Town Manager oversees budget development in conjunction with the Clerk/Treasurer. In addition to supervision of a well-skilled and tenured management staff, the Town Manager must be effective at partnering with local, state and federal organizations to leverage funds through grants and shared services.

The Town Manager must also help promote economic and community development, keep abreast of upcoming projects and correspond with the Town Council on progress.

The next manager will deal with other responsibilities including updating aging water and sewer lines, master planning for parks and recreation, evaluating and updating Town policies and procedures as necessary. Of special interest is the revitalization of older and valued areas of town.

The ideal candidate will have a strong customer service focus and will build trust, inspire and motivate others by example, promote teamwork, and help guide this diverse community on the path to sustainable growth while ensuring that it retains its unique small-town feel and traditions.

QUALIFICATIONS

A Master's degree in Public Administration or equivalent graduate degree is preferred however a bachelor's degree in Public Administration, Business or Finance with exceptional experience will be considered. The successful candidate will have a minimum of 5 years of progressive management experience within a small to midsized municipal government organization.

THE SUCCESSFUL CANDIDATE:

- Enjoys and embraces engaging with the community;
- Is strategic and innovative regarding areas for growth, new development and redevelopment;
- Is adept at constructively advising and providing guidance to the Town Council in helping them achieve their shared vision and priorities;
- Is comfortable being the face of the community, telling its story, advocating for opportunities and marketing strengths;
- Has a proven track record in developing and supporting staff to achieve excellence;
- Has superior strategic and prioritization skills;
- Mastery of diplomatically engaging with a diversity of stakeholders such as individual citizens, community groups, Town Council members, employees, regional, state and federal authorities in order to leverage Town opportunities and mitigate challenges;
- Able to effectively recruit, retain, manage, develop and engage talented staff to deliver excellent customer service to both internal and external customers;
- Has outstanding interpersonal skills both one-on-one and in groups;
- Is a creative thinker in assessing ways to increase revenue and manage expenses;
- Networks with peers in neighboring communities and in municipalities throughout the state;
- Communicates effectively both verbally and in writing and possesses well-developed interpersonal skills and abilities; and,
- Values accountability and holds high expectations of self and others while also being an effective and respected leader.

SALARY AND APPLICATION PROCESS:

Salary is \$82,066.40, with executive benefits. Residency is required

To apply, you must submit a resume to the Danville Clerk/Treasurer's Office located at 49 North Wayne Street, Danville, Indiana 46122. Applications should be marked attention Jenny Percy. Resumes may also be submitted by email to jpercy@danvilleindiana.org. Application period closes and review begins March 1, 2019. The Town of Danville is an Equal Opportunity Employer.