

VILLAGE MANAGER

Lawrence, Michigan

The Village of Lawrence, Michigan is seeking a new Village Manager to replace our current manager who is retiring. Lawrence is a small rural community, with a population of 1,186, nestled in the center of Van Buren County, Michigan. With direct access to I-94, we are in the middle between Kalamazoo/Benton Harbor, Chicago/Detroit, South Bend, IN/Grand Rapids. Its experienced staff and stable seven-member council are looking for an innovative leader to continue the growth of the community. Our staff includes a part-time Police Department, Department of Public Works, and Clerk/Treasurer. Lawrence has an active Downtown Development Authority (DDA)/Community Development Committee that plans local events and festivals, a joint Parks and Rec Committee with Lawrence Township, and a Local Development Finance Authority (LDFA).

The education hub of Van Buren County, Lawrence is home to the Van Buren Intermediate School District (ISD), Van Buren Tech Center, Van Buren Learning Center and the public K-12 local school.

Lawrence has a strong sense of community, showing support for the Farmers Market, Music in the Park, church activities, American Legion, Lions Club, and the annual 3-day Ox Roast & Homecoming on Labor Day Weekend. Joint programs and activities with Lawrence Township are encouraged and valued.

The Village Manager is the Chief Administrative Officer and CFO of the Village, employed by the Village Council for the efficient administration of all affairs of the Village and is expected to exercise professional management supervision of all departments and Village owned property.

Schedule:

- Day Shift
- Evenings as needed (required evening meetings include) Village Council and Planning Commission.
- Monday to Friday (schedule may be flexible to support special events in the Village).
- Emergency on-call 24/7

Work Location: In person

Base Salary: \$60,000

Benefits include:

- Retirement
- Health/Dental/Vision Insurance
- Group Life Insurance
- Disability Insurance
- Holidays and PTO

THE DESIRED CANDIDATE

Interested applicants should have high ethical standards, such as honesty and a strong sense of personal integrity. To be a qualified applicant, respondents are preferred to have:

- Ability to pass a thorough background check.
- A Bachelor's Degree in Public Administration, Business Administration, Finance or an appropriately related field.
- Experience in municipal government service to prove responsibility for projects, programs, and/or departments. Wide-ranging knowledge such as provided by positions like village manager, city manager, assistant manager, or assistant to the manager will be considered a plus.
- Strong interpersonal, written, and public communication skills are a pre-requisite.
- A history of community and civic involvement.
- Appropriate combinations of education and professional governmental experience including internships and training will be considered.

Applicants moving to the level of candidate must be able to articulate and demonstrate:

- Solid grasp of municipal budgeting and finance principles. BS&A experience preferred.
- Knowledge of all municipal services, particularly infrastructure
- Practical understanding of planning and zoning laws and application. The Village Manager is zoning administrator and serves as staff liaison to the planning commission
- Familiarity with intergovernmental agreements and regional partnerships
- Ability to assume human resources management in hiring, training, and organizational development
- Demonstrated ability to market the community to recruit new residents and businesses
- Support Committees with reporting requirements and necessary data
- Understanding and ability to use and apply technology
- Ability to research, analyze, and provide well thought-out recommendations to Village Council
- Ability to identify, research sources, and submit competitive grant applications to support city activities.

The Village Manager in Lawrence will be a person who exhibits loyalty and a commitment to local government service and the community in which they work. The manager must be able to work with residents, businesses, contractors, and partners to get to the best possible solutions workable for everyone. They must be:

- Accessible, transparent, and outgoing
- An innovative thinker who seeks "out-of-the-box" alternatives and options to current issues
- Self-motivated, willing to take initiative
- Results driven and flexible, who understands the "grey" and can fashion compromises to fit the community's needs and culture
- Able to effectively communicate opinions and information to provide for consideration and effective decision-making.
- Decisive and able to stand solidly behind council decisions
- Highly respected by professional peers and a participant in professional associations

APPLICATION PROCESS

Apply by the close of business on Friday, May 16, 2025.

Please submit resume, cover letter, and application to:

Village of Lawrence

Attn: Village Manager Search

157 N. Paw Paw , Lawrence, MI 49064

Or submit electronically to: **office@lawrencemi.org**, Subject Line: Village Manager Search

Contact the Village Clerk at 269-932-0685 or the e-mail listed above to obtain an application.

Candidates desiring confidentiality of their interest, as allowed for and provided by Michigan law, must indicate such in their cover letter.

The Village of Lawrence is an Equal Opportunity Employer.