

Town of Munster Indiana

Munster Indiana is a suburban community less than 30 miles from the Loop in Chicago. Having a population of 24,000, the Town boasts a first class parks system, stable finances, and an engaged and talented resident base. Munster is also the proud home of Three Floyds Brewing.

The Town is poised for further success with significant investments committed in the form of private retail and commercial development, local infrastructure improvements, as well as regional transportation in the form of commuter rail.

This will be a dynamic and highly responsible position. The incumbent will be expected to meaningfully and consistently be involved in the creation and implementation of local government policy.

The residents of Munster should have the most responsive, transparent, and efficient government possible. With public trust decaying in our institutions and widespread pessimism towards just about everything, demonstrating that government can be honest, ethical, and effective really matters. If we can get this right, we can show that this democracy stuff really works. The successful incumbent will be an essential part in making this happen.

Fellows will be assigned tasks and initiatives in the following competencies. Examples are illustrative only and will not be limited to those enumerated:

Service Management

- Establish a dashboard of performance measures for each department in the organization
- Manage and expand the use of the Town's customer relationship management/work order tool
- Identify and coordinate cross-departmental opportunities for collaboration

Financial Management

- Serve as a key staff resource for budget preparation and presentation
- Monitor department budgets throughout the year
- Assist in managing and lead improvements in our Capital Improvement Process

Human Resource Management

- Assist with onboarding new employees
- Design and implement an organization-wide wellness program
- Identify and implement improvements to the employee personnel manual

Communication and Engagement

- Manage the Town's website content, layout, and social media presence
- Participate in department head meetings
- Respond to resident inquiries and service requests

Professional Relationships

- Select and serve a local or regional service organization
- Active involvement in the ICMA and Indiana/Illinois management networks will be encouraged
- Identify and facilitate cross-jurisdictional opportunities for shared or consolidated services

Ethics

- Incumbent will be engaged in management-level discussions and decisions regarding ethical behavior