

**Employment Opportunity**

**Village Manager**

**Village of Lake Odessa**



**Lake Odessa**

**WELCOME TO OUR FRIENDLY PORT**

# Village Manager Village of Lake Odessa

Located in mid-Michigan on scenic Jordan Lake, within an hour's drive from the State Capitol in Lansing and Downtown Grand Rapids, the Village of Lake Odessa is seeking a collaborative leader to move the community forward. Lake Odessa offers a friendly, small-town environment with an attractive downtown and an affordable cost of living.

Lake Odessa has the unique blend of a small core village set in an agricultural area with the amenities of a lakefront community. It is a classic small town with tree lined streets, well-kept homes and citizens with community pride who are accustomed to having a parade to celebrate community events.

Candidates should possess a four year degree in public administration or a related field and three to five years' local government supervisory experience. The starting salary range for the new manager is \$80,000 to \$100,000 based on qualifications and experience.



- ▶ **POPULATION**  
1,988
- ▶ **SIZE**  
1 sq. mile
- ▶ **GENERAL FUND BUDGET**  
\$2.7 million
- ▶ **STARTING SALARY**  
\$80,000-\$100,000 DOQE



## ▶ THE COMMUNITY

Lake Odessa is situated in southeastern Ionia County along state highway M-50 and is home to about 2,000 residents. Equidistant from Grand Rapids, Battle Creek, and Lansing, its location offers residents easy access to opportunities for employment and entertainment to mix with small town charm and hospitality.

The village downtown is an inviting place for shop owners and residents with a local bakery, coffee shop and grocery store located on a modern well-designed main street. Medical and dental services are available locally as well as other professional services.

Lake Odessa Fair Grounds, located in the village, hosts a five-day event in late June and offers a variety of activities for the whole family. A first-class public pickleball facility, beautiful play area for children, and overnight camping sites are also located on the fair ground property.

Art in the Park Lake Odessa annually brings thousands of visitors to town in August. The Lakewood Chamber of Commerce hosts a variety of community events, including an Easter Egg Hunt in the village park, a November craft fair and a holiday Christmas parade. Jordan Lake, an all-sports water body in the village, provides year-round recreational options and has public access sites.



## ► THE ORGANIZATION

Lake Odessa is a general law village governed by Public Act 3 of 1895, as amended, of the State of Michigan. The village is part of Odessa Township and residents pay additional taxes for village-provided services. The elected village council is comprised of six trustees serving four-year terms, alternating three in each even year election, and a president whose term of office is four years. The current elected officials are a diverse group (tenure & experience) who work well together to reach consensus.

The village council appoints the manager, sets policy and direction, approves the budget and major expenditures, while serving as the legislative authority through the approval of ordinances and major initiatives. The village manager position is vacant and an interim manager is in place during the recruitment period. There have been five village managers over the last 24 years.

The village provides a range of municipal services including water, storm sewer maintenance and repair, brush/leaf/grass pickup, street and sidewalk repairs, snow plowing, street sweeping, master planning, street signals, lights and signage, municipal parks, public beach and special events. Municipal services provided to village residents by other organizations include wastewater, assessing, tax and utility billing and collections, fire/EMS and recreation programs.

Current workforce includes ten full-time employees and two part-time staff. The department directors work well together, and employees have strong community support.

The General Operating Fund of the Village for FY 2024-2025 is approximately \$2.3 million, and the total of all funds is approximately \$2.7 million. As of February 28, 2024, the unassigned fund balance of the General Fund was a “healthy” \$1,103,498 or 143% of expenditures.

Additional information regarding the village is available by visiting our website at [www.lakeodessa.org](http://www.lakeodessa.org).





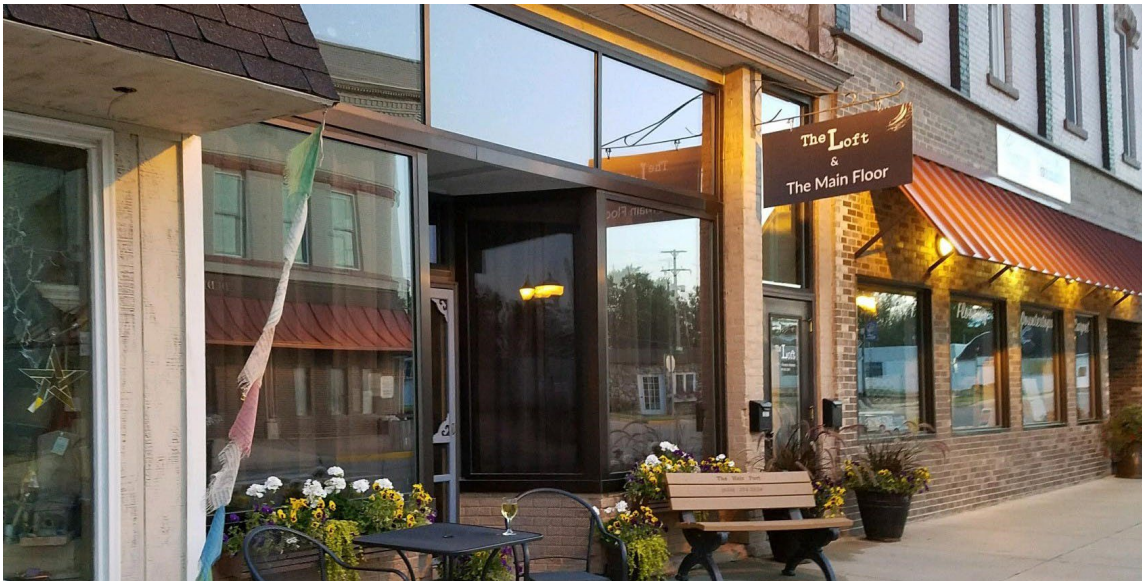
The incoming Village Manager will find the following challenges and opportunities awaiting their arrival in the Village of Lake Odessa:

## ► CHALLENGES

- Need for additional housing
- Jordan Lake Trail construction
- Perceived lack of public parking
- Need for increased wastewater capacity to support development
- Police Officer Staffing
- Beach pavilion replacement and beach area updates
- DPW demo/rebuild
- Street improvements and modernization

## ► OPPORTUNITIES

- Condominium development underway to help increase housing stock
- Jordan Lake Trail completion
- Increase businesses
- Vehicle parking study in downtown and in proximity to Jordan Lake
- Renew strategic plan and master land use plan
- Healthy fund balance
- Progressive village council
- Supportive citizenry



## ▶ THE IDEAL CANDIDATE

The village is seeking a self-motivated and experienced local government administrator and will only consider applicants who possess the following knowledge and experience:

- Required: Bachelor's Degree in Public Administration or related field
- Three to Five years of supervisory work experience in local government or similar organizations

Among the desired skills to be illustrated in a resume and letter of introduction are the following:

- Experienced leader
- Excellent oral and written communicator
- Experience in all aspects of Human Resource Management
- Municipal budget and financial management
- Planning and zoning knowledge and experience
- Problem solver
- Customer service orientation
- Grant funding and administration
- Oversee FOIA requests
- Economic/business development
- Intergovernmental cooperation
- Strategic planning
- Union negotiations and relations

The incoming Village Manager will be an effective leader and a partner working cooperatively with the village council, close-knit staff and the community. He or she should have the following traits:

- Ability to multi-task
- Approachable
- Positive and energetic
- Ethical
- Flexible
- Sense of Humor
- Ability to take constructive criticism
- Community involvement and engagement
- Team player; allows department heads latitude
- Open door policy
- Commitment to the community and position

# APPLICATION PROCESS

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APPLY BY 4:00 P.M. ON APRIL 26, 2024

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Please submit resume, cover letter, consent form, and three professional references to:

**Email:**

Manager@lakeodessa.org

Subject Line: Lake Odessa Search

**Questions** can be directed to Gregg Guetschow, Interim Village Manager, 616-374-8698, manager@lakedessa.org

Candidates desiring confidentiality of their interest, as allowed for and provided by Michigan law, must indicate such in a separate subject line above the body of the cover letter.

This search is conducted by an Equal Opportunity Employer.

