

Employment Opportunity

Village Manager 1, 2, 3

Village of Lake Odessa



Lake Odessa

WELCOME TO OUR FRIENDLY PORT

► Village Manager 1, 2, 3

Village of Lake Odessa

The Village of Lake Odessa is seeking a self-motivated, forward-thinking candidate to serve as the Village Manager.

Located in mid-Michigan on scenic Jordan Lake, within an hour's drive from the State Capitol in Lansing and Downtown Grand Rapids, Lake Odessa offers a friendly, small-town environment with an attractive downtown area 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.

The Village Manager is a single position with a tiered approach for candidates which allows

three distinct ways to qualify and apply based on the candidate's education and qualifications.

- Manager 1 – Entry Level
- Manager 2 – Journey Level
- Manager 3 – Senior Level

At the Manager 1 and Manager 2 levels, the candidate will work under the direct supervision of the current Village Manager to acquire the knowledge, skills and ability needed to assume the Village Manager role. It is anticipated the Manager 1 may need up to one year working with the Village Manager and the Manager 2 would need a shorter period of time.

Manager 3 is the senior level for this position. At this level, it is expected the candidate will bring the knowledge, skills and abilities to immediately assume the full range of Village Manager responsibilities without training under the current Village Manager.



- **POPULATION**
1,988
- **SIZE**
1 sq. mile
- **GENERAL FUND BUDGET**
\$1.3 million

► 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 Fairgrounds, 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 fairground property.

Art in the Park annually brings thousands of visitors to town in August. The Lakewood Area 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 waterway 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 and experience) who work well together to reach consensus.

The village council appoints the manager, sets policy and direction, and approves the budget and major expenditures, while serving as the legislative authority through the approval of ordinances and major initiatives.

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.

The 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 Fund of the Village for FY 2025-2026 is approximately \$1.3 million, and the total of all funds is approximately \$3.1 million. As of March 1, 2025, the unassigned fund balance of the General Fund was a “healthy” \$1.5 million or 115% of expenditures.

The tiered approach for the Village Manager is a new approach. A description of each level is found under the “Position” heading.

Additional information regarding the village is available by visiting our website at www.lakeodessa.org.



The incoming Village Manager will find these challenges and opportunities upon joining the team in Lake Odessa:

► CHALLENGES

- Village facilities usage and needs
- Need for additional housing
- Jordan Lake Trail construction
- Perceived lack of public parking
- Refurbish beach pavilion
- Park maintenance
- Lack of municipal wastewater service to developable property

► OPPORTUNITIES

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



▶ THE POSITION

Village Manager is a single position with a tiered approach which allows candidates the flexibility to qualify in three different ways based on the candidate's education and qualifications:

- **Manager 1 – Entry Level**
- **Manager 2 – Journey Level**
- **Manager 3 – Senior Level**

Manager 1 is the entry-level for this position. At this level, the manager will learn the administrative functions of managing a village under the direct supervision of an experienced Village Manager for approximately one year. Candidates at this level will possess a bachelor's degree in Public Administration or related field and one to three years of experience in a supervisory, managerial, or administrative role. Other combinations of education and experience that provide the required knowledge, skills, and abilities will be considered on an individual basis. The salary range for the Manager 1 is \$68,527 to \$74,115* based on qualifications.

Manager 2 is the journey level for this position. A candidate hired at this level brings some of the knowledge and skill needed to perform the Village Manager role, but may also need mentoring and time to work under the supervision of an experienced Village Manager for a shorter duration. Candidates at this level will possess a bachelor's degree in Public Administration or related field and three to five years of supervisory experience. The salary range for the Manager 2 is \$84,296 to \$90,177* based on qualifications.

Manager 3 is the senior level for this position. At this level, the manager brings the knowledge, skill, and ability needed to independently perform the full range of duties of the Village Manager position. Candidates at this level will possess a bachelor's degree in Public Administration or related field (master's degree preferred) and more than five years of supervisory experience. The salary range for the Manager 3 is \$93,118 to \$102,000* based on qualifications.

All levels in this tiered position receive a generous negotiated benefit package that includes health care and a 401(k) plan.

*Salary range is subject to change upon completion of a review of the village's wage compensation plan.



► **MANAGER 1 & 2**

Upon hire at the Manager 1 or Manager 2 level, a plan with specific goals and objectives will be developed to ensure the candidate becomes knowledgeable enough to move into performing the position independently within a planned time period. Examples of the types of work initially performed at these levels include assisting with budget preparation, project management, community outreach, and operational oversight of village functions, while gaining practical experience to transition into the Village Manager role. Specific examples of the types of work performed

Specific examples of the types of work performed at the Manager 1 and Manager 2 levels include:

- Assist with the preparation of village documents, budgets and financial reports
- Manage and track projects, timelines and deliverables
- Coordinate meetings and agendas for Village Council and Commission meetings
- Attend public meetings and events
- Respond to resident inquiries and concerns
- Assist with the development and implementation of community outreach and communications
- Analyze data and prepare reports
- Conduct research on relevant local ordinances and regulations
- Collaborate with village department heads

A candidate hired at the Manager 1 or Manager 2 level will receive ongoing mentorship and training from the Village Manager and will be provided with opportunities for professional development, including training and conferences sponsored by the Michigan Municipal League, Michigan Municipal Executives, and others.

Upon starting the Village Manager position, the selected candidate will be provided with specific goals and objectives. A plan, including training and timelines to achieve the goals and objectives, will be developed with the Village Manager and approved by the Village Council.

Benchmarks for acquiring the knowledge, skills, and abilities needed to perform the Village Manager role will be established. These benchmarks will, at specific time frames, assess progress toward the goal of being ready to assume the Village Manager role.

The overall goal is for the Manager 1 candidate to acquire the knowledge, skills, and abilities needed to perform the Village Manager role approximately one year from the date of hire, and the Manager 2 candidate being ready to assume the duties in a shorter period of time.

MANAGER 3

A candidate hired at the Manager 3 level is expected to already have the full range of knowledge, skills and ability needed to perform the full range of Village Manager duties.

The Manager 3 will bring extensive leadership experience and have the ability to perform all aspects of the Village Manager role, including budget and finance, grant funding and administration, strategic planning, union negotiations and relations, knowledge of planning and zoning, and have the ability to establish positive intergovernmental cooperation with other local units of government. At this level, the Manager 3 will be an excellent communicator and problem solver, and be approachable with a customer-service orientation.

The Manager 3 will be provided with opportunities for professional development, including training and conferences sponsored by the Michigan Municipal League, Michigan Municipal Executives and others.

The Manager 3 will work with the Village Council to develop goals and objectives for the first three months, six months, and year.

► THE IDEAL CANDIDATE

The village is seeking a self-motivated individual with supervisory, managerial, or administrative experience with the potential to lead a local village.

The incoming Village Manager will be an individual who will work effectively with the village council, close-knit staff and the community. Candidates at the Manager 1 and Manager 2 level will also need to work effectively with the current Village Manager during their mentoring and training period.

He or she will have the following traits:

- Excellent oral and written communication skills
- Ability to take constructive criticism
- Be approachable with a customer service orientation
- Ability to work well with others
- Be positive and energetic
- Possess a genuine sense of humor
- Be ethical in decisions and interactions with others
- Be a team player and able to work independently
- Have a firm commitment to the community and the position
- Be self-motivated
- Have the ability to be flexible



▶ APPLICATION PROCESS

APPLY BY CLOSE OF BUSINESS NOVEMBER 10, 2025

Please submit a resume, video cover letter, information release form, and five professional references to:

Email: manager@lakeodessa.org

Subject Line: Lake Odessa Search

Direct questions to: Gregg Guetschow, Village Manager, (616) 374-8698.

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

Instructions for submitting the video cover letter and the information release form are available at:

<https://www.lakeodessa.org/villagecouncil/page/village-manager-1-2-3-job-posting>

This search is conducted by an Equal Opportunity Employer.

