

EMPLOYMENT OPPORTUNITY

VILLAGE MANAGER

THE VILLAGE OF THREE OAKS, MI

Isn't it great when the place you'd choose to work is also the place you want to live? A thriving, irreplaceable downtown, creative restaurateurs, responsive schools, solid neighborhoods and a commitment to green space and active recreation makes this community an easy choice.



Three Oaks is the kind of place your family will enjoy living. There is a vibrancy to Three Oaks whether you or your family want to participate in the arts, be active in the schools, join a service organization, hit the bike and snow ski trails, walk and enjoy nature, visit art and antique galleries or just sit at a sidewalk café and enjoy the day. In Three Oaks you and your family will find shops, markets, restaurants, theatres, and specialty stores that are unique, creative and delightful to experience.

Three Oaks, Michigan is a dynamic, full-service Village of 1,622 residents. It is a General Law Village with a council manager form of government located in Michigan's southwest. It is financially and politically stable and looking to hire its next manager.

Only minutes from Lake Michigan, Three Oaks is in the heart of Harbor Country. Located on the historic US-12 route, Three Oaks is close to Chicago (76 miles), South Bend (25 miles), St. Joseph (23.5 miles). From Three Oaks you can visit more than 20 wineries, breweries or distilleries and other terrific establishments and destinations.

Why Three Oaks? This community, as is all of Southwest Michigan, is a great place to build on your career or wind down your career. There are plenty of opportunities and projects on which to use your talents. You will not be bored!

Compensation: The Manager's position starts at \$70,000+ DOQ with terrific 401K, health, vacation and personal leave benefits.

Continue reading to learn about the opportunity that awaits you in Three Oaks.

THE VILLAGE: A SPECIAL PLACE IN HARBOR COUNTRY

The Village of Three Oaks has an incredible opportunity for an administrator looking for a new challenge. We are currently recruiting a fulltime, benefited, salary exempt Manager who is excited to take on the opportunities Three Oaks presents.



Located in the heart of Harbor County in Southwest Michigan, this community is waiting for the right person to guide opportunities in residential development, medical development and infrastructure projects. The downtown is filled with shops, restaurants, a distillery, live theatres, and markets. The restaurants offer sidewalk/street seating in warm weather.



The Acorn Theatre, next to the Journeyman Distillery

Three Oaks is home to over 1600 fulltime residents. Thanks to the Village's proximity to Chicago and NW Indiana communities the Village bustles throughout the summer and on weekends year-round. People enjoy the Village's amenities, features, the theatres, the distillery, and markets.

In downtown Three Oaks you'll find the Acorn Theatre, Drier's Market, the Vickers Theatre and the Journeyman Distillery. Together, they attract tens of thousands of visitors to their events and presentations.

Three Oaks is also home to both the **Apple Cider Century** bicycle tour and the **Nation's Largest Flag Day Parade**. Each of these are huge events with their own programming. Both events attract thousands of people each year. It is a sight to see 4,000+ cyclists come to enjoy Three Oaks, the surrounding countryside and our neighboring communities. The Flag Day Parade is looking to its 69th year and is a tradition enjoyed by the whole region.

Thanks to the great tourist attractions in and around Three Oaks, there are bed and breakfasts and an inn which provide attractive guest lodging. *(At right is the Sycamore House B&B)*



A downtown **Farmers Market** operates between May 26 and October 26 and offers a great variety of goods and produce.

STABLE, FORWARD THINKING GOVERNMENT

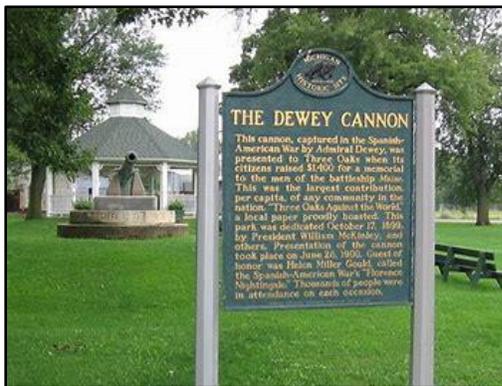
Three Oaks is a General Law Village respecting the Council-Manager form of government. The seven-member Council has provided stable government for as long as anyone can remember. Council members are experienced in their roles and dedicated to moving Three Oaks forward.

The next Manager will also find the same level of expertise and commitment on the Village's DDA, the Planning Commission, the Parks and Recreation Board and the Zoning Board.

The small staff is talented and dedicated. They offer face-to-face friendly service to all. People regularly drop into Village Hall. It is easy for the Manager to walk down the street to meet with residents and businesses alike. In Three Oaks, in-town face-to-face meetings are easy and cannot be matched by emails or text messages. The new manager will find the easy interactions between the Village Council, residents, and businesses owners refreshing. It is this people-to-people approach that makes life great in Three Oaks.

Those interested in being the next Manager will be happy to know Three Oaks has a terrific **Performance Dashboard and Citizens Guide**.

Thanks to the Village's sound governance, Three Oaks is well prepared for its future. The current **Master Plan - Plan 2050** – has already been adopted by the Village Council. This plan built on the previous Master Plan but is significantly different. It not only satisfies the Michigan Planning and Enabling Act requirements for a Master Plan, but also incorporates the required elements of a Parks and Recreation Plan and a DDA Development and TIF Plan. All parties - the Planning Commission, the Parks and Recreation Board and the DDA - worked together throughout the process with the Village Council to create the plan.



Downtown Dewey Cannon and Dewey Cannon Park is home to events and activities.



The Parks and Recreation has a comprehensive plan in place running through 2021.

These Plans, the Dashboard and Citizens Guide, along with Water System Consumer Confidence Reports, Village audits, ordinances, the Zoning Map, and Village budgets are all online and available through the Village's website.

Local governmental stability has led to great relationships with neighboring Townships. One result of this is a 425 Agreement on a large parcel of land. This parcel is ripe for development. (See next section.)

OPPORTUNITIES AND CHALLENGES

Three Oaks possesses a solid foundation upon which to move forward. The budget is balanced, and, the last audit indicated the Village's governmental activities net position increased overall by 6%. The same audit indicates the Village's general fund's fund balance is roughly 148% of general fund expenditures. The overall Village team is professional, experienced, and well respected by the community.

Three Oaks features a vibrant downtown. Replete with well-cared for historic architecture and a diverse calendar of events, the downtown is a regional destination. The downtown has a reputation for unique and creative independent retailers and restaurateurs. The mix of businesses is unlike typical small towns. In Three Oaks the mix is eclectic with the usual joined by live theatre, event centers, and sponsored regional events. It serves as a safe, welcoming and highly energetic gathering spot for residents and visitors alike.



Residential opportunities and challenges are often two sides of the same coin. For example, as an older community, Three Oaks is primarily stocked with single-family housing. Housing prices continue to increase. In Three Oaks, rents can often be higher than mortgages. The local school reports their teachers cannot afford to live in town and must commute 20-30 miles to and from work. An aging population and growing residential interest in the community creates a need for more housing. MSHDA agrees Three Oaks would benefit from more affordable housing. New residential development, whether workforce, senior, single family, or multiple family, is needed in Three Oaks. Fortunately, Three Oaks - with the right Manager - is in a good position to see this challenge as an opportunity. Why? Because, the Village, unlike many, has available taxpayer owned land that has attracted the attention of two residential developers. Both are seeking multi-family developments; one at market rate and the other with MSHDA financing. Both are running into challenges and work is needed to get them both over the edge. Both potential developments await the right manager to guide these projects to reality.

Medical Facility: As a small Village, there currently is no local medical facility which residents and visitors can access. However, the Village had entertained a medical development which was to be a part of a residential development. The need for such a facility still exists. Working toward this goal is but another opportunity for the right manager.

Water System Upgrades: The Village is looking to begin an extensive water system upgrade targeting replacement of lead connections. The right Manager will have experience with infrastructure projects.

Wastewater Lagoons: The Village has a three-pond system to handle Village waste. The ponds were imperiled due to past extra strength discharge into the system. This brought about concerted effort and coordination with EGLE to determine the best path forward. Needed are some upgrades which will begin in the fall of 2020. This is another challenging opportunity for the right manager.

THE IDEAL CANDIDATE



Three Oaks Village Hall

The ideal candidate will be someone early or late in their career who can demonstrate they have an inclusive management style. She or he may now be a manager or second-line administrator or a department level administrator looking to move up. While the right person may already be a municipal executive, we are aware of successful managers from related experiences in the private sector. Regardless, our top candidate will exhibit a strong customer service

focus and a history of excellent collaboration to ensure we reach our best potential. The new manager will be relatable, available and possess a spirit of volunteerism with an intrinsic desire to be an engaged member of the community and true participant in a well-working team. This new leader will be a coach, who seeks input before decisions are made.

The Village Council will only consider applicants who are passionate advocates for the community they serve and who continually upgrade their professional skills. To be considered a qualified applicant, respondents must first have:

- A Bachelor's degree in a relevant field of study such as public administration, business administration, planning, engineering or finance AND
- At least 3 years of direct work experience in local government or related career with continuous professional advancement culminating in a position with supervisory and budgetary responsibility AND
- Demonstrable experience in a wide range of municipal operations, particularly with water and wastewater operations AND
- Membership in ICMA, MME or similar professional associations with proof of continuous learning and adherence to a code of ethics desired

Any applicant who moves to the level of candidate will possess the experience and talent to build relationships and partnerships within Three Oaks and the region. He or she will be a community builder with an understanding of the strategies that lead to growth and community prosperity.

Among the other skills that are to be illustrated in a resume and letter of introduction are these:

- Superior oral, written, presentation skills; experience in communicating to council, public and media sources
- Proof of proficiency in crafting public messages and engagement strategies to keep residents and businesses involved and informed in the business of local government
- Solid financial/budgeting acumen; understanding forecasting, revenue, and expense projections
- A background in Zoning and understanding Planning concepts; the Manager serves as the Zoning Administrator
- Demonstrable interpersonal, written, and presentation skills

- A significant understanding of community and economic development concepts and strategies including residential developments
- Ability to build and support a well performing employee team; identify and develop talent; familiarity with compensation and benefit structures is helpful
- Ability to build and maintain relationships with other governmental agencies, business, non-profits and volunteer groups
- Competence with acquisition and administration of grant funds

APPLICATION PROCESS

APPLY BY CLOSE OF BUSINESS March 6, 2020

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

Email:

Search facilitator Larry Nielsen at larrynielsen6619@gmail.com, Subject Line: Three Oaks Search

--Or--

Mail:

Three Oaks Village Hall
ATTN: Three Oaks Search
21 N. Elm Street
Three Oaks, Michigan 49128

Questions can be directed to **Three Oaks Search Facilitator Larry Nielsen** via email above or text/cell at 269.569.5345.

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.

*** Please complete the **Consent Form** on next page and return it with your application.

**VILLAGE OF THREE OAKS
REFERENCE INVESTIGATION FORM**

I, _____, authorize the Village of Three Oaks and/or its agents, on behalf of the Village of Three Oaks, as part of the application process to verify the information given by me in my supplication to make any investigation of my background deemed necessary. I authorize former employers and any third party contacted by the Village of Three Oaks to release to the Village of Three Oaks or its agents on behalf of the Village of Three Oaks any information they have regarding me without providing written notice to me.

I acknowledge in the event that an entity or record source requires an alternative release form or additional identifying characteristics in order to release requested information, I agree to provide the additional information and sign any additional release authorizations, if so requested by the Village of Three Oaks.

The Following is my true and complete legal name and all information is true and correct. I understand that omissions, and/or false information and representations may disqualify me from consideration for employment, or, if I am hired or already work for the Village of Three Oaks that I may be disciplined, up to and including termination.

Full Name

Maiden Name or Other Names Used

Present Address

Signature

Date

Would you like the contents of your application to remain confidential unless an invitation to interview is extended?

Yes or No

** The above information is required for identification purposes only. The Village of Three Oaks is an Equal Opportunity Employer, and does not discriminate on the basis of sex, race, color, religion, creed, national origin, veteran status, age, disability or on the basis of any other classification protected by federal, state or local law.