



TOWN OF MUNSTER, INDIANA

Assistant Town Manager

THE TOWN OF MUNSTER IS LOOKING FOR A HANDS-ON, ENERGETIC NEW ASSISTANT TOWN MANAGER!

Are you looking for a new challenge in a first-class stable town? Munster is seeking a hands-on, energetic and collaborative Assistant Town Manager with a solid track record to work with the Town Manager on modernizing and updating human resources, insurance and other administrative functions. This will be a place where you can really make a difference!



The Town

The Town of Munster, Indiana boasts a wealth of cultural and public amenities enjoyed by its nearly 24,000 residents. Conveniently located on the south shores of Lake Michigan and just 26 miles south of Chicago, the distinctive community of Munster offers outstanding accessibility and all the advantages of life in the big town. The town is first class in education, culture, shopping, health care, transportation, and parks and recreation.

Munster's location near major highways, airports and rail lines has helped the town become a desirable center for businesses of all sorts. Low property taxes have created an appeal for industrial parks and smaller office complexes. Residents enjoy a booming local economy and a wide selection of various goods. Many national and regional organizations are proud to call Munster home including Community Health Systems, Franciscan Health, Pepsi, General Electric Appliance Distribution Center, and 3 Floyd's Brewing.

Munster has a top-ranked education system. The elementary schools have received state recognition for meeting the highest standards of attendance, parent participation and student performance. Munster High School has been named a four-star school by the Indiana Department of Education. Students on this level benefit from over 130 courses offered and a selection of advanced placement courses, which give students a chance to earn college credit. Students can commute to at least three institutions of higher learning-Purdue University Northwest, Calumet College, and Indiana University Northwest.

Attractions located within Munster are the Center for Visual and Performing Arts, Edward P. Robinson Community Veterans Memorial, and Munster Parks and Recreation amenities that include 25 parks, 20 playgrounds, miles of trails, community pool, community center, and a 9-hole disc golf course. Centennial Park offers a 9-hole golf course, water features, an amphitheater, walking trails and public art.

■ The Town Government

The governing body of Munster is a five-member Town Council elected at large from districts for four-year terms. The town is divided into five districts, and each Council member resides in a different district. The Council annually elects one of its members as Town Council President. The Council appoints the Town Manager, who is responsible for overseeing the day-to-day operation of the Town.

The town has 130 full-time and 40 part-time employees. The 2026 total appropriation is \$82.7 million. Munster is in good financial shape, and has A+ bond rating.

Operating departments include Police, Fire, Parks and Recreation, Public Works, Finance, Building and Community Development. The Police, Fire, and Parks and Recreation departments are overseen by separate boards and do not directly report to the Town Manager's office. However, the Assistant Town Manager will be an essential resource for these departments on matters pertaining to personnel, employee insurance benefits, risk management, and policies and procedures. In addition, Information Technology is managed by the local school system through an intergovernmental agreement between Munster and the school district.

■ The Position

This role reports directly to the Town Manager and is responsible for managing human resources, assisting with overseeing communications, community relations, information technology, economic development and administrative functions.

Some of the responsibilities of the position include:

- » Serves as the town's Human Resources Manager.
- » Coordinates employee recruitments, employee onboarding, administers personnel policies, develops and implements employee training programs and other activities, ensures compliance with state and federal employment laws, and oversees the town's EAP program.
- » Oversees property and liability insurance claims, designs and implements the town's risk management program, works with town's liability and health/life insurance carriers, serves as employee benefits administrator, and processes workers' compensation claims.
- » Assists the Town Manager with managing the day-to-day operations of the town.
- » Develops and communicates policies and procedures.
- » Manages projects and conducts research and analysis as directed by the Town Manager.
- » Assists with citizen issues and requests, prepares and presents agenda items to the Town Council, writes and monitors grant applications, and negotiates and manages contracts and leases.
- » Attends Town Council meetings and serves as Acting Town Manager in the Manager's absence.

To learn more, visit www.munster.org.

The Ideal Candidate

The ideal candidate should be:

- » Knowledgeable in human resource management, including employment law and regulations.
- » Experienced in recruiting, employee training programs, onboarding, FMLA, workers' compensation, and interviewing.
- » Adept at learning quickly, taking on projects with initiative and minimal direction, examining policies, procedures and past practices, and finding solutions.
- » Attentive to keeping tasks and projects on course through to completion.
- » Skilled in meeting facilitation, customer contact and collaborative conflict resolution.
- » Experienced in managing projects, creating RFP's, analyzing data and problems, drafting procedures and policies, and preparing and presenting reports and recommendations.
- » Prepared to engage, work with, and communicate effectively with department heads, other government officials, employees, and the public.
- » Creative, strategic, analytical, organizational, and possess strong interpersonal and multi-tasking skills.
- » Able to take direction but work independently, with the ability to effectively prioritize and organize their workload.
- » Skilled in working effectively in a team-based organization focused on continuous improvement.
- » Experienced in establishing and maintaining a positive customer service attitude and effective working relationships with customers.
- » A strong communicator, including having the ability to listen, explain, facilitate, offer help as needed, and timely follow-up and follow-through on tasks and promises.
- » Able to learn applicable town, state, federal, and department ordinances, laws, rules and regulations.



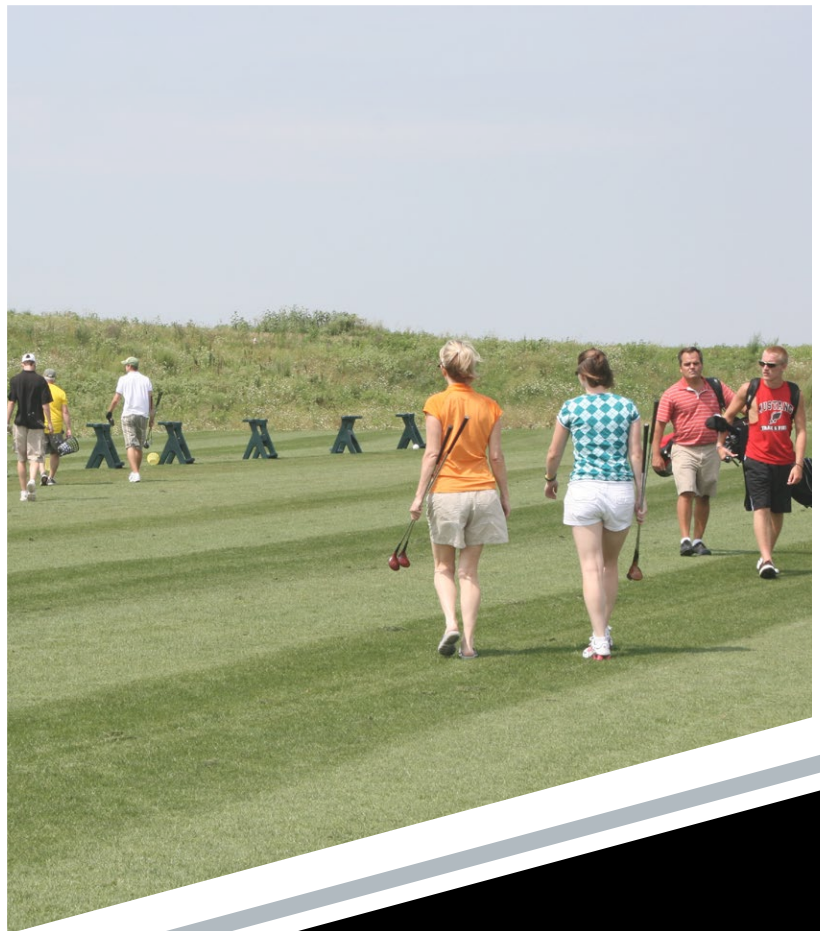
■ Priorities and Challenges

Some of the key priorities and challenges include:

- » Much of the focus in the initial part of the Assistant Town Manager's tenure will be examining, developing, and updating policies and procedures.
- » A major priority will be evaluating a decentralized human resource function. This will include reviewing HR processes, policies and workflow; identifying gaps and deficiencies and developing strategies to correct them; and centralizing HR functions in the Town Manager's office.
- » Finalizing revisions to the employee personnel manual.
- » Another priority will be reviewing the risk management function, updating the safety manual, and developing an accident prevention plan.
- » Assist the Town Manager with implementing the recently completed strategic plan and the strategic communications plan currently under development.
- » Review operational functions, services, and the associated costs to evaluate cost/benefit, identify financial savings and efficiency improvement options.

EDUCATION AND EXPERIENCE

- » Bachelor's degree from an accredited four-year college or university in public administration, business administration, human resources. A master's degree in public administration, business administration, human resources or a related field preferred.
- » Minimum of 3 years of experience in a municipal or other local government setting, open to private sector human resource professionals with the appropriate education and experience.
- » Any combination of education, experience, and training that provides the requisite knowledge, skills, and abilities listed above.





■ Compensation and Benefits

The compensation and benefits package will be competitive and negotiable depending on the experience and qualifications of the chosen candidate. The current salary range for this position is **\$70,609 - \$112,791**, (however, this range is under review for a possible increase to the next step).

The position offers the following benefits:

- » Health insurance with 90% town paid, 10% employee contribution. United Healthcare PPO or High-Deductible Health Plan through AIM Medical Trust
- » Delta Dental PPO – 100% town paid for employee only
- » VSP vision insurance – 100% town paid for all coverage tiers
- » Town paid life insurance at 1.5 times salary up to \$125,000
- » Employee paid supplemental life insurance including dependent
- » Town paid long term disability insurance
- » 15-20 vacation days as negotiated
- » 12 paid sick days
- » 12 paid injury leave days
- » 11 paid holidays
- » 3 paid bereavement days
- » 2 PTO days for all FTEs in place on January 1
- » Longevity pay
- » Holiday bonus
- » Annual clothing allowance
- » Employee Assistance Program
- » Choice of Indiana Public Retirement System pension plan or equivalent Town contribution into the Town offered deferred compensation plan (currently at 14.2% of annual salary)
- » Mission Square voluntary deferred compensation plan
- » Parks program discounts including pool and golf memberships
- » Membership and training in professional organizations

Some benefits currently offered to employees may be modified in the future.

■ Application and Selection Procedure

This position is open until filled. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references that will not be contacted until the final interviews (two supervisors, two direct reports, and two colleagues) by the first resume review date of **November 3, 2025**. Resumes should reflect years and months of employment, beginning / ending dates, as well as the size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/2540>

For further information contact:

CPS HR CONSULTING
Your Trusted HR Advisor For 40 Years

David Niemeyer
Executive Recruiter
(916) 471-3326
dniemeyer@cpshr.us
Website: www.cpshr.us

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants. The most qualified candidates will be invited to a semi-final interview process. From there, the most qualified candidates will be invited to final interviews in Munster, which are tentatively scheduled for early to mid-December. An appointment will be made by the Town Manager following comprehensive reference and background checks.



Equal Employment Opportunity Employer (EEOC): The Town of Munster is an Equal Employment Opportunity Employer. It is the policy of the Town of Munster to provide equal employment opportunities without regard to race, color, religion, marital status, sex, national origin, ancestry, disability, genetic information, political affiliation, age, sexual orientation or other non-merit factors.