The Village of Middleville is seeking a qualified applicant to serve as Village Manager.

To be considered a qualified applicant, respondents must have a minimum of a Bachelor’s Degree in an appropriate field of study such as Public Administration, Management, Business, Finance or Urban Planning. Additionally, the Village prefers that a qualified applicant would have two to five years of executive-level municipal experience either as a manager or assistant manager of a city, village, or township. Municipal departmental management experience will be considered depending on the scope of responsibility and authority in that position.

Successful candidates will have experience in grant writing and administration, human resources and management, municipal finance and governmental budgeting, conflict resolution and negotiation skills.

Candidates should have a general working knowledge of all of the following areas: planning, zoning and land use; public works/utilities administration and oversight; capital improvement planning; and economic development.

The Village is seeking a candidate with highly-developed communication skills, which would include the demonstrated ability to communicate effectively in writing, in making public presentations, and in one-on-one situations. The Village Manager will be expected to interact daily in a professional manner as an active communicator with elected and appointed State, county, and local officials, the Village’s vendors and consultants, and most importantly with residents, business owners and community leaders. The Village Council looks for the successful Village Manager to be an active and visible leader in the community with a vision for continually improving both the quality of life for residents and economic activity within the Village. Moreover, the manager will also be expected to effectively lead and motivate Village employees and encourage employee professional development.

Village of Middleville: The Organization

Middleville is a general law village with a Council/Manager form of government. The Council is comprised of six Trustees and the Village President. Ten full time, four part-time and five seasonal employees staff the Village. Public Safety is provided by a three-person unit of the Barry County Sheriff’s Department. Emergency Service is shared with Thornapple, Yankee Springs and a portion of Rutland Townships. The Village has a long history of intergovernmental cooperation with Barry County and surrounding local governments, most notably Thornapple Township. The Village’s annual budget is approximately $4.6 million (2019, all funds) and the Village provides public sanitary sewer service and water supply to the Village’s residents and businesses.

Salary will be based on qualifications with a range of $66,000 to $72,000 per year. All applications must be sent by mail, overnight delivery service or delivery in person to 100 E. Main Street, Middleville, MI 49333 and are due on or before 5:00 p.m. local time on April 30, 2020. Applications postmarked by April 30, 2020, will be accepted.
Village of Middleville: The Community

Located in the Thornapple River Valley, the Village of Middleville is located about 18 miles southeast of the metropolitan area of greater Grand Rapids in the scenic northern part of Barry County. The Village of Middleville and Thornapple Township are on the cusp of metropolitan area expansion. The natural environment within the river valley and adjacent ridgelines are splendid, providing the Village with natural charm and small-town character. Located just a few miles away is the Yankee Springs Recreation Area, providing year-long recreation for those looking to savor the outdoor experience.

Middleville is a community of 3,319+ friendly residents who value the small-town character of their village along the beautiful Thornapple River. We are fortunate to have two major employers; Thornapple Kellogg Schools and the Bradford White Corporation. Thornapple High School houses the Community Library which was recently remodeled and a newly remodeled auditorium for school and community productions. Bradford White Corporation, a nation-wide supplier of water heaters, is currently under expansion. The village has other local commercial and industrial employers located in the Village’s industrial park, as well as in locations throughout the village limits.

Community Events and Social Activities are very much part of the community. Heritage Day in the summer is a highlight of the year with a parade, historic presentations, crafts, food and a host of family activities. The National 24-Hour Bike Challenge in June, the Riverbank Music Series in summer, ceremonies honoring both Patriot’s Day and Veteran’s Day, a farmers’ market, a Woodpecker Festival in April, as well as parades for Memorial Day and Christmas, are woven into the fabric of village life. Plays, concerts and athletic events sponsored by Thornapple Kellogg Schools bring the village and surrounding area together throughout the year. The Thornapple Trail Association is active in promoting and maintaining the Paul Henry-Thornapple Trail which runs north and south from the trailhead next to the Village Hall.

For more information about the Village of Middleville, including the obligations and responsibilities of the Village Manager as outlined in the Village’s Code of Ordinances, visit www.villageofmiddleville.org.