MICHIGAN LEADERSHIP INSTITUTE
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Vacancy Posting

Manager—Village of Northport

The Village of Northport seeks an experienced individual as its next Manager.

Responsibilities:

The Northport Village Council seeks an experienced manager and leader to work with as a team member, supporter, and trusted advisor. Northport is located in Leelanau County in the Northwest region of Michigan. The next Village Manager will workclosely with the Council to implement its priorities and policies. The individual will have a solid working knowledge of Michigan Village Government practices. The Council understands that it should set policy while the Manager should run the day-to-day operations. The ideal candidate must have demonstrated experience working successfully with a Board or Council to establish a vision, identify goals, and collaboratively chart a course for the future.

The Village operates on a $2.2 million budget and has 9 employees.

Qualifications:

A bachelor's degree is required from an accredited four-year college or university, with major coursework in public administration, business administration, finance, or related fields. Desired qualifications include at least three years of direct government or five years of equivalent Board experience in a similarly sized organization. Knowledge of Michigan laws related to village government, zoning, and finances.

For more detailed information, please visit or contact consultant Chet Janik at 231-633-7680, cjanikmli@geneseeisd.org, or the Village's website at https://villageofnorthport.net/

How to Apply

E-mail your cover letter and resume in PDF format to cjanikmli@geneseeisd.org

Mailed resumes can be sent to:

Administrator Search

Village Manager's Office- Att. Chet Janik

P.O. Box 336

Northport, MI 49855

Salary:

$80,000-$95,000 with a comprehensive benefits package
The application deadline date is February 13, 2025

The Village Council seeks a multi-year contract that includes annual performance reviews

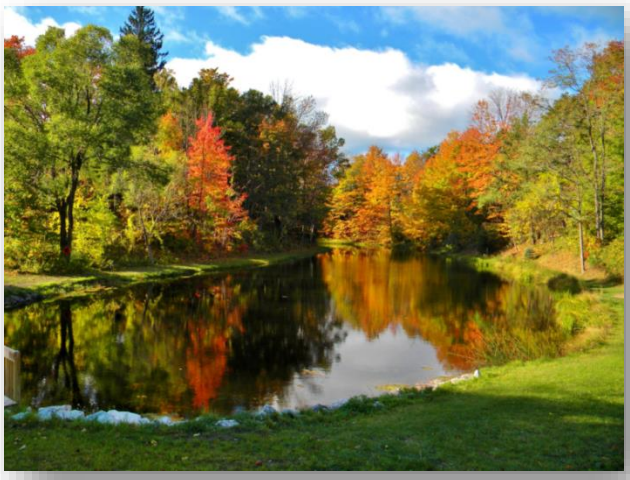
VILLAGE MANAGER POSITION AVAILABLE

The Village of Northport, Michigan, is looking for an experienced and outstanding Village Manager.

Northport is located in Leelanau County, which is one of the most scenic and livable places in the entire Midwest. Despite its recent growth and being one of Michigan's top tourist destinations, it has retained its rural and small-town charm. The Northport region has extensive Lake Michigan shoreline, orchards, farmland, bike trails, nature preserves, parks, walking trails, and open spaces. There are tremendous recreational opportunities for all ages across all four seasons.

The Village is approximately 1.65 miles, with a population of approximately 500 residents. Leelanau County has one of the highest proportions of water area in the United States due to its Lake Michigan shoreline and large inland lakes. It is bordered on three sides by Lake Michigan, with 100 miles of shoreline, 33 inland lakes, and 5 islands: North Manitou, South Manitou, North Fox, South Fox, and Gull Island. Put simply, Northport is a community of choice and a jewel of the Midwest.

For example, the nearby Sleeping Bear Dunes National Lakeshore, located on the west side of the County, was voted "The Most Beautiful Place in America" by Good Morning America, with a world-class performing arts center (Interlochen Center for the Arts), the third busiest airport in Michigan (Cherry Capital), and best-in-class culinary and maritime post-secondary experience (Northwestern Michigan College).



The next Village Manager will undoubtedly have immense pride in where he/she lives and works.

Climate. No matter the time of year, Northport is a community of postcards. While June, July, and August are widely seen by residents and visitors alike as the most pleasant time of year, the spring flowers and fall colors are exceptional. Moreover, the winter months bring joy to those seeking the peace and serenity of snowfall, while also providing ample opportunity for activities, too.

The Ideal Candidate. The Northport Village Council is seeking an experienced manager and leader to work with as a supporter and a trusted advisor. The next Village Manager will work closely with the Council to implement its priorities and policies. The individual will have a working knowledge of Michigan laws related to Village Government. The Council understands that it should set policy while the Manager should run the day-to-day operations. The ideal candidate must have demonstrated experience working successfully with an elected council to establish a vision, identify goals, and collaboratively chart a course for the future.

The next Manager will be an excellent communicator of high integrity who believes in transparency. The individual will be one of the Village's primary representatives. As such, the Manager will be someone who understands listening to be an essential part of communication. The individual will be able to relate complex concepts in terms that are easily understood by the Council, residents, and members of the business community, staff, and the media. The Manager will be part of and visible in the community.

The next Manager will be supportive of staff but also requires accountability. The ideal candidate will create a team environment where departments work together to achieve the goals. While the Manager is responsible for implementing policy on behalf of the Village Council, he/she will ensure that residents and employees feel heard and valued in the decision-making process.

The Council is ideally looking for someone with direct experience in government and an operational understanding of budgeting, finances, zoning regulations and human resources. Individuals with relevant experience working with other Board run organizations will also receive consideration. Experience in Roberts Rules of Order, marina, parks, master plans, and capital improvement plans is also sought. The Individual should have the willingness to learn and administrate village zoning regulations

This position prefers a bachelor's degree (or equivalent) from an accredited four-year college or university with major coursework in public administration, business administration, or related fields. Desired qualifications include at least three years of equivalent Board experience in a similarly sized organization.

Compensation and Benefits. The salary range is $80,000 to $95,000 for the Manager position and will depend on qualifications and experience. The benefits are excellent. Benefits include comprehensive medical, dental, vision, life insurance, professional development, public employee retirement system contributions, holiday, vacation, and sick leave. Subject to negotiation and final approval, the Council seeks a multi-year contract that includes annual performance reviews.

Residency. The next Manager will be required to reside within 20 miles of Northport.

How to Apply. Interested candidates should email a cover letter and resume, to Consultant Chet Janik at cjanikmli@geneseeisd.org by February 13, 2025. Questions should also be directed to Chet Janik at 231-633-7680

Process. Applications will be screened the week of February 17, 2025. The first round of formal interviews (choice of remote or in-person) will occur the week of March 3, 2025. The final round of interviews (in-person) will be held the Week of March 10. The identification of the preferred candidate will be made shortly after that.

Confidentiality. Candidate names will not be released during the application and resume screening process without the candidate's permission. However, if a candidate is selected for the interview process, their name will be released to the public. *The Village of Northport is an Equal Opportunity Employer.*

Proposed Search Timeline

WEEK OF

January 2	Meet with Village Council President and Manager to gather background, establish parameters of the search, agree upon timeline, and discuss qualifications and compensation
January 6	Meet with Council and designated staff to develop a candidate profile and organization/community profile; develop and approve position announcement and search brochure
January 13	Post position, recruit and screen applicants, accept applications until 4:00 p.m. on February 13
February 17	Presentation of applicants and determination by Council of candidates to interview; selection of questions and preparation for first-round interviews
March 3:	Initial interviews conducted; finalists selected
March 10:	Finalist interviews and selection of preferred finalist; negotiation of agreement
March 10:	Appointment of new manager

Note: This timeline can be customized to meet your council's needs.

Northport Village Seeks Manager

The Northport Village Council is seeking an experienced individual to be its next Village Manager.

The Village of Northport operates on a $2.2 million budget and is in stable financial standing. The next Manager will work closely with the Council to implement its priorities and policies.

Located in picturesque Leelanau County, Northport is one of the most scenic and livable places in the entire Midwest. Despite its recent growth and being one of Michigan's top tourist destinations, it continues to retain its rural and small-town charm. The salary range is $80,000 to $95,000

For more detailed information, please visit :

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