

Town Manager

Town of Trafalgar, Indiana | Full-Time | On-Site

The Town of Trafalgar is seeking a collaborative, service-minded, and forward-looking Town Manager to lead day-to-day municipal operations and help guide the community's continued responsible growth. Trafalgar values transparent government, dependable public services, sound financial stewardship, and the small-town character residents cherish. The Town Manager is appointed by and reports to the five-member Town Council.

Position Summary

The Town Manager serves as the Town's chief administrative leader, carrying out Town Council policies and priorities; coordinating personnel, departments, services, projects, and contracts; and supporting effective communication among elected officials, employees, residents, businesses, and community partners. The successful candidate will combine practical municipal management skills with sound judgment, professionalism, and a hands-on approach suited to a growing Indiana community.

Key Responsibilities

- Implement Town Council policies, ordinances, goals, and strategic priorities.
- Direct and coordinate daily municipal operations, staff activities, and interdepartmental work.
- Support preparation and administration of the annual budget, capital plans, purchasing, contracts, and financial controls in coordination with the Clerk-Treasurer and Town Council.
- Recruit, supervise, develop, and evaluate employees in accordance with applicable policies and law.
- Oversee delivery of municipal services and monitor service quality, regulatory compliance, safety, and operational performance.
- Manage major projects and initiatives, including schedules, budgets, vendors, consultants, grants, and public communications.
- Prepare agendas, reports, recommendations, and presentations for Town Council meetings; attend evening meetings as required.
- Build productive relationships with residents, businesses, neighboring jurisdictions, Johnson County, state agencies, and community organizations.

- Respond professionally to public questions and concerns while promoting transparency and timely communication.
- Identify emerging needs, risks, funding opportunities, and process improvements, and present practical options to the Town Council.
- Perform other duties assigned by the Town Council consistent with the role.

Minimum Qualifications

- Bachelor's degree in public administration, business administration, finance, planning, political science, or a related field; an equivalent combination of education and progressively responsible experience may be considered.
- At least five years of progressively responsible experience in local government, public administration, organizational leadership, or a closely related field.
- Demonstrated experience with budgeting, personnel management, project delivery, contracts, policy implementation, and public communication.
- Working knowledge of municipal operations, public meetings, records, ethics, procurement, and applicable local, state, and federal requirements.
- Ability to communicate clearly, build consensus, manage competing priorities, and remain composed in a public-service environment.
- Proficiency with standard office and financial systems; ability to learn Town-specific platforms and procedures.
- Valid driver's license and ability to attend meetings or respond to operational needs outside regular business hours.

Preferred Qualifications

- Experience serving a small or growing municipality in Indiana.
- Experience with utilities, public works, planning and zoning, economic development, capital improvement planning, or grant administration.

Leadership Profile

We are looking for a leader who is ethical, approachable, accountable, and solutions-oriented. The ideal candidate listens well, communicates candidly, respects the policy-making role of elected officials, supports employees, follows through on commitments, and can translate long-term priorities into measurable action.

Compensation and Benefits

Starting salary: **\$65,000**, commensurate with qualifications and experience. The Town offers health, dental, and vision insurance, 405(b) retirement plan, generous paid time off and holidays. Employment terms are subject to Town policies and any agreement approved by the Town Council.

How to Apply

Submit a cover letter, résumé, and professional references to **Ashley Chaney, Town Council President**, achaney@townoftrafalgar.in.gov by Wednesday, October 21st, 2026. Please use the subject line “Town Manager Application – [Last Name].” Applications will be reviewed as received. Additional information about municipal employment is available on the [Town of Trafalgar careers page](#).

Equal Opportunity

The Town of Trafalgar is an equal opportunity employer and considers applicants without regard to any status protected by applicable law. Reasonable accommodations are available during the application and selection process upon request.