

Village Manager / Department of Public Works Director

The Village of Caledonia, located in Kent County Michigan with a population of approximately 1,500 is seeking a full time Village Manager/Department of Public Works Director.

The Village of Caledonia offers a competitive benefit package and a salary commensurate with qualifications and experience.

City Organization

The Village of Caledonia was incorporated in 1888 and is a General Law Village which relies upon a dominant Manager who reports to the elected Council for administrative purposes. The seven members serve four year terms which commence through the general election process every other even year as applicable with the exception of the Village President position, which is a two year term.

Qualified Candidates Should Have

Position Requirements

- A minimum education of an Associate's Degree in Public/Finance Administration or equivalent management experience in a related field.
- Three years of previous Managerial/Supervisory experience in a similar municipality or community is highly desired.
- Demonstrated skills and abilities with regard to compiling and evaluating complex information including, but not limited to, financial data and capital/operating budgets.
- Professional ability to formulate and recommend suggested policy changes and service-related adjustments, to best serve the community, for presentation to the Council.
- In depth knowledge of the safety protocol, tools, methods and materials utilized in public works maintenance and repair operations, and skill in applying these to daily operations as well as unexpected and emergency projects.

- **Desired Qualifications**

Candidates skilled in oversight of and/or inspection of public works projects will be given priority consideration.

Candidates with a comparable combination of Municipal and/or Private Sector experience will be considered.