

Discover
PENTWATER
STAY FOR A DAY, A WEEK, A LIFE



EXECUTIVE RECRUITMENT

Village Manager

Village of Pentwater, Michigan

SALARY: \$90,000 - \$120,000 DOQ

Great leadership is in our nature.

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OPPORTUNITY SUMMARY

The Village of Pentwater, Michigan, is a charming and vibrant community on the western shore of Michigan, renowned for its scenic beauty, welcoming atmosphere, and rich history. Pentwater offers a unique blend of small-town charm and modern amenities, making the village an appealing destination for those seeking a peaceful, community-oriented lifestyle with easy access to nature and outdoor activities.

The Village government plays a pivotal role in maintaining and improving the community's infrastructure, public services, marina, and overall quality of life. As the Village Manager, you will oversee daily operations, implement policies, and collaborate with various stakeholders to achieve the village's goals of maintaining an exuberant community, ensuring public safety, and promoting sustainable development.

Interviews with staff and council members highlighted the need for improved communication and stronger connections between the staff and the Village council. The team, with its diverse backgrounds in human resources and community development, recognizes the importance of a cohesive approach and effective interpersonal communication.

We invite passionate and dedicated individuals to consider the rewarding role of Village Manager in Pentwater. With competitive compensation, excellent benefits, and the chance to live and work in a beautiful, welcoming community, this position provides both professional fulfillment and personal satisfaction.

Join us in our mission to grow this vibrant, inclusive, and eco-friendly village where residents and visitors thrive. If you are a visionary leader with strong interpersonal skills, a commitment to community service, and a passion for making a difference, we encourage you to apply for the Village Manager position in Pentwater.

PENTWATER & REGION FAST FACTS



POPULATION
900



HOUSEHOLDS
450



MEDIAN HOME VALUE
\$230,000



MEDIAN INCOME
\$53,000



**Annual Visitors
to Region**
150,000



BIKESCORE
55/100



WALKSCORE
45/100



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REGIONAL ATTRACTIONS

Pentwater offers a wealth of attractions and activities that cater to a wide range of interests, from natural beauty to cultural experiences.

Residents and visitors alike enjoy a relaxed, outdoor-oriented lifestyle. Popular activities include boating, fishing, hiking, and participating in local festivals. The community values its artistic heritage, hosting various events that celebrate local talent and culture.

Specific Attractions Include:

- Silver Lake Sand Dunes
- Charles Mears State Park
- Pentwater Lake and Pier
- Annual Pentwater Homecoming Festival
- Pentwater Artisan Learning Center
- Oceana County Historical & Genealogical Society



Photo credit: Love Pentwater

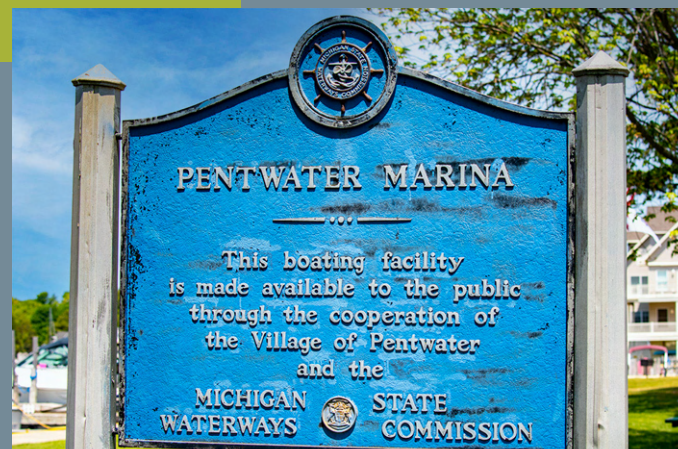
VILLAGE OF PENTWATER HISTORY

The Village of Pentwater has a rich and storied history dating back to the early 19th century. Initially settled in the 1850s, Pentwater quickly grew as a bustling lumber town due to its prime location along the shores of Lake Michigan. The village's harbor provided a strategic point for shipping lumber and other goods, which contributed to its early economic prosperity. The construction of the Pentwater Pierhead Light in 1873 was a significant milestone, guiding ships safely into the harbor and further establishing Pentwater as a vital hub of maritime activity. The influence of the lumber industry is still evident in the beautifully preserved historic buildings that line the village streets, many of which harken back to this pivotal era.

As the lumber industry began to decline in the late 19th and early 20th centuries, Pentwater transitioned into a popular tourist destination, celebrated for its natural beauty and serene environment. The village capitalized on its picturesque beaches, crystal-clear waters, and charming small-town atmosphere, attracting visitors from across the Midwest and beyond. Over the years, Pentwater has managed to preserve its historical charm while adapting to modern needs, ensuring that both its rich heritage and vibrant community continue to thrive. Today, Pentwater stands as a testament to the resilience and adaptability of its residents, maintaining its status as a beloved destination for tourists and a cherished home for its community members.

TOP FIVE REASONS WHY YOU WANT TO BE OUR NEXT VILLAGE MANGER

1. Opportunity to make a significant impact in a vibrant, waterfront community
2. Collaborative and supportive work environment
3. Access to a high quality of life in a beautiful location
4. Engage in diverse and rewarding projects
5. Competitive compensation and benefits package



MOVING PENTWATER FORWARD

Community Collaborators

Effective interpersonal communications will be critical for maintaining collaboration within the community, especially given the small size of the organization and the ongoing balance between the need's of tourists and long-term residents.

The Village collaborates with various local organizations, businesses, and neighboring municipalities to support community initiatives and address common challenges. Some of them include:

- Pentwater Service Club
- Pentwater Historical Society
- Pentwater Arts Council
- Friends of Pentwater Library
- Pentwater Lake Association
- Pentwater Yacht Club
- Pentwater Township
- Pentwater Chamber of Commerce

PENTWATER'S GUIDING PRINCIPLES

- Integrity and transparency in governance
- Commitment to community and public service
- Sustainability and environmental stewardship
- Inclusivity and diversity



WHAT WE ARE LOOKING FOR...

The Village Manager reports directly to the Pentwater Village Council and serves as the primary liaison between the council and village staff. The ideal candidate will demonstrate proficiency in fostering relationships, executing open and clear communication, managing interpersonal relationships, and inspiring individuals to work together towards a common goal.

IDEAL SKILLS

TECHNICAL SKILLS

- Strong leadership and management skills
- Excellent communication and interpersonal abilities
- Experience in public administration or municipal management
- Proficiency in budgeting and financial management
- Strategic planning and problem-solving skills

INTERPERSONAL SKILLS

- High emotional intelligence
- Collaborative and inclusive leadership style
- Strong ethical standards and integrity
- Ability to build and maintain relationships
- Conflict resolution capabilities
- Adaptability and flexibility to work with diverse personalities and community members
- Team Player with the courage to stand up for the community and staff

COMMUNITY FIT

We seek a candidate who is not only professionally qualified but also resonates with the community's values and lifestyle.

The ideal candidate will be actively engaged, approachable, and committed to fostering a strong sense of community. The candidate should also be willing to be invested in the community physically and emotionally.

COMMUNITY DEFENDER

The Village is seeking someone who understands the value of both the downtown district and the lakefront. Pentwater's lake frontage and its harbor is one of the core pieces of the community. The next Village Manager needs to understand the importance of this and its viability within the region.

DIVERSITY

Diversity of heritage, identity, thought, talent, and life experience bolsters the opportunities for enrichment, strengthening individuals, teams, organizations, and communities. The Village of Pentwater is an Equal Opportunity Employer and shares these values. Candidates of all backgrounds, perspectives, who value public service, and seek to work with a team who appreciates our individual and unique differences are encouraged to apply.

ABOUT THE POSITION

The Village Manager is responsible for the overall administration of village operations, including, but not limited to, implementing policies set by the Village Council, managing staff, overseeing budgets, and ensuring the effective delivery of services to residents.

The Village Manager reports directly to the Village Council and oversees various departments including Public Works, Clerk/Treasurer, and Zoning.

KEY OBJECTIVES:

- Enhance public services and infrastructure
- Promote economic development and sustainability
- Foster community engagement and participation
- Maintain fiscal responsibility and transparency
- Implement strategic initiatives to improve quality of life
- Address staff issues early on to prevent larger problems
- Build a cohesive team and establish more effective internal communications

Other responsibilities include:

- Manages, supervises, and coordinates long-range planning, strategic plans, public improvements, and general operations to achieve established goals for community development, economic growth, land use, and related issues.
- Assesses operational costs, analyzes administrative and capital needs and makes appropriate recommendations for the Department of Public Works and the Village as a whole.
- Responds to inquires, resolves citizen complaints and recommends remedial action relate to the Village policies and services. Meets with citizens and community groups to address concerns and participates in civic activities as appropriate.
- Acts as Village spokesperson, establishing and maintaining effective relationships with citizens, news media, community groups, village officials, other employees, and other interests. Responds to public inquiries and communicates the Village's interests and official position on issues.
- Consults with granting agencies in securing and administering grants. Coordinates requisite reporting and paperwork as needed.
- Coordinates Village operations with other governmental agencies and negotiates Village contracts to maximize the availability of services. Supervises all special projects and ensures work is completed according to specifications.
- Attends Village Council meetings and recommends appropriate action items for agenda preparations. Performs research, recommends policies and implements ordinances and programs as set forth by the Council.
- Plans, organizes, and directs all aspects of Village operations and personnel. Determines work priorities, allocates appropriate resources and ensures work is completed according to schedule and within department standards for quality.
- Acts as purchasing agent for all Village Offices and Departments.



CURRENT & FUTURE OPPORTUNITIES

Current Projects:

- Water System & Sewer Upgrade
- Oversee, understand, and assist with informing the community on the potential process of integrating the village into a city
- Infrastructure improvements and maintenance
- Redevelopment of the former Village Hall
- Continue to support the dredging and maintenance of the Pentwater Harbor

Future Opportunities:

- Economic diversification initiatives
- Enhancing tourism and visitor experiences
- Strengthening community partnerships



2024-2025 PROPOSED BUDGET

FUND	ESTIMATED REVENUE	ESTIMATED EXPENSES
General Fund	\$1,782,000	\$1,710,200
Major Street Fund	\$122,500	\$111,100
Local Street Fund	\$63,100	\$114,100
Mu Street	\$139,500	\$139,000
DDA	\$32,000	\$45,800
Park Place	\$56,900	\$56,700
Debt Service	\$284,000	\$249,700
Village Sewer Fund	\$726,000	\$787,100
Water Fund	\$387,700	\$377,000
Marina	\$106,800	\$101,600
Motor Pool	\$108,000	\$97,100
ALL FUNDS - Total	\$3,808,500	\$3,789,400

CHALLENGES

- Balancing growth with preservation of local culture
- Managing budget constraints and funding allocations
- Addressing infrastructure aging and maintenance
- Handling turnover as council members leave and staff members retire
- Ensuring alignment among council members and staff
- Improving relations with the neighboring Township(s)



QUALIFICATIONS

Required Qualifications:

- Bachelor's degree in Public Administration, Business Administration, or a related field
- Minimum of 5 years of experience in a role within a local government or similar organization with increasing supervisory responsibilities. Community will also consider combination of education and experience.

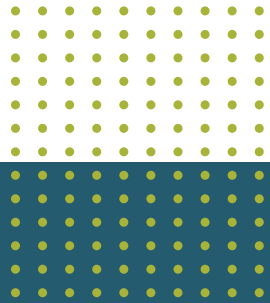
Preferred Qualifications:

- Master's degree in Public Administration or related field
- Experience in a similar community or region
- Certification in municipal management or related credentials

SALARY & BENEFITS

Compensation range is \$90,000 to \$120,000 DOQ, with a salary adjustment considered at 6 months with review of progress on goals and priorities.

Benefits: Aggressive Benefits Package and MERS Benefit Plan will be negotiated based on experience.



LIVING IN PENTWATER



Local Community:

The local community in Pentwater, MI, is characterized by a dynamic and collaborative spirit, where businesses, non-profits, and service organizations work hand-in-hand to enhance the quality of life for residents and visitors. The business community in Pentwater is vibrant and diverse, featuring a mix of quaint shops, unique boutiques, and family-owned restaurants that give the village its distinctive charm. Local entrepreneurs find strong support through community initiatives and local government programs designed to foster innovation and growth. The close-knit nature of Pentwater means that business owners often know their customers personally, creating a warm and friendly atmosphere.

Non-profits and service organizations also play a crucial role in the Pentwater community, addressing a range of social needs and enriching the cultural fabric of the village. Organizations dedicated to environmental conservation, historical preservation, and community welfare are highly active and supported by enthusiastic volunteers. These groups organize events, workshops, and outreach programs that bring the community together and foster a sense of shared purpose.

Lifestyle:

The Village offers an idyllic blend of natural beauty and small-town charm, making it an ideal place to live and work. Nestled along the picturesque shores of Lake Michigan, Pentwater boasts stunning beaches, lush parks, and scenic waterfront views. Its vibrant community is known for its welcoming atmosphere, where neighbors know each other by name and local businesses thrive. The village hosts numerous events and festivals throughout the year, providing ample opportunities for residents to connect and engage.

Working in Pentwater offers a unique balance of professional opportunity and personal well-being. The village supports a diverse array of local businesses, from charming boutiques and cozy cafes to innovative startups and established enterprises. The local government is dedicated to fostering a supportive environment for both businesses and employees, with a focus on sustainable growth and community development. With excellent schools, low crime rate, and an abundance of recreational activities, Pentwater provides a safe and enriching environment for families and individuals, making it an exceptional place to call home.

Relocation Assistance:

Relocation assistance may be available to help ease the transition for the successful candidate.

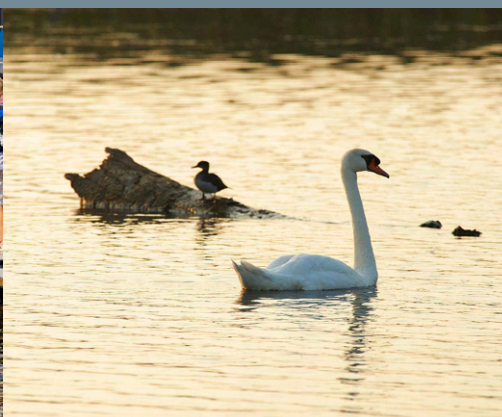


Photo credit: Love Pentwater



DOUBLE HAUL SOLUTIONS

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HOW TO APPLY

Candidate review will begin July 17, 2024 - August 17, 2024.

Please send resume, cover letter, and professional references to mitch@doublehalsolutions.com.

Be sure to place “Pentwater Candidate” in the subject line.

Please DO NOT APPLY via LinkedIn.

**NOTE: To request confidentiality during this executive search process,
please indicate your preference in your cover letter.**

Any questions or inquiries regarding the position can be made to the attention of:

Mitch Foster

Economic Vitality/Small Community Specialist; Double Haul Solutions

mitch@doublehalsolutions.com | 231-690-7609

[CLICK HERE FOR MORE INFORMATION.](#)

www.doublehalsolutions.com