

## **Village of Franklin**

### **Village Administrator Posting**

#### **The Position**

The Village of Franklin is seeking a highly motivated and experienced individual as its next Village Administrator. Franklin is located in a highly desirable zip code in southern Oakland County, with easy access to Detroit and surrounding municipalities. The Village is a home rule village with 3200+ residents. The Administrator reports directly to a seven-member council, one of whom is the Village President. With an annual operating budget of over \$2M, Franklin is proud of its financial stability, registered historic district, police and fire departments and open spaces that are used regularly for community events. The village provides services to residents through collaborative agreements, contracted services and dedicated millages.

#### **Our Community**

The Village of Franklin was founded in 1824 and is home to Michigan's first official historic district. It is a tree-rich island surrounded by more urban development typical of municipalities in Oakland County. Its unique Village Center contains several examples of authentic 19<sup>th</sup> and 20<sup>th</sup> century architecture and is the hub connecting all of the community's residential areas through a series of informal pathways, open spaces and winding streets.

Franklin is predominantly residential with a median home value of over 500K. It has a small but thriving historic commercial district with small shops that have wide appeal. The downtown district has an active Main Street program and is part of Main Street Oakland County. The picturesque Village Green is home to the Village Office, Franklin Bingham Farms Police Station, Kreger House /Franklin Community Center, and the Franklin Community Church. The grounds have three ball fields and very active adult and kids' baseball leagues. The Village Green is also the home of several community events such as the Labor Day Round Up, Music & Movies on the Green and Sunday Farmers' Market.

With a median household income of 150K, residents work throughout Southeast Michigan and choose the Village as their home from many great communities. Franklin is a very safe well-served community with a 12-member police department that also serves Bingham Farms. The Franklin/Bingham Farms Fire Department is managed by an independent fire commission and contracts services to the Village and Bingham Farms. In addition to public safety, the Village provides refuse collection and recycling, road /tree maintenance, planning, zoning and building/permitting services. Franklin has an excellent public library with a very active board. The Cemetery Association is an independent organization that manages the historic Franklin Cemetery.

In addition to the Police Department, there are 2 full time staff and 1 part- time contractor in the office. DPW, Street and building and grounds maintenance services are provided through a

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private contractor. Water is provided by individual private wells. Villagers have on-site septic systems and a low pressure grinder pump system maintained by Oakland County Water Resources Commission that provides sanitary sewer service. Others reporting to the Administrator are other Council appointees, contractors, and volunteer citizen groups.

The Village has had four Administrators in the last 20 years. After more than 5 years, the current Administrator is leaving on good terms and will be assisting in the Executive Search. The Village of Franklin is looking for a leader who can assist the Council and community move through the next series of opportunities and challenges including: completion of the last stage of a three year road project, guide the long term downtown revitalization process, and build consensus from divergent opinions on historic preservation, private interests and public property interests, as well as ensuring the financial stability of the Village. Visit [www.franklin.mi.us](http://www.franklin.mi.us) for more information on the Village and its organization.

### **The Ideal Candidate**

- A Bachelor's Degree and a minimum of 5 years experience in municipal operations, in a management role are required. A degree in Public Administration is strongly preferred. Depending on the level and type of municipal experience, related degrees such as Finance, Accounting, Planning or Business will be considered, Masters Degree is preferred.
- Experience as a City or Village Manager or assistant is required. Experience in a larger community as a department head or director may be considered with sufficient breadth and depth of responsibilities.
- Applicants must have:
  - Proven understanding of: budget preparation, bond issuance, investments, and financial management.
  - Knowledge and familiarity with laws and statutes regulating municipal operations in the State of Michigan
  - Demonstrated familiarity with RFPs and bid documents and experience in negotiating, implementing and administering professional services and contracts
  - Experience, interest and a history of obtaining grants and securing outside funding
  - Skills in social media, web site maintenance, and proficiency in municipal technology applications preferred. Experience with B.S. & A is a plus
  - Ability to assess issues related to cyber security, staying current with State/Federal legislation, and recommending actions to the Village Council as necessary

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- Experience with human resources, labor relations, negotiating labor contracts, working collaboratively with police, fire, other village functions and various commissions
- The capacity to forecast challenges and opportunities, guide elected and appointed officials in their responsibilities for policy making and decision making
- Knowledge and familiarity with planning operations, master plans, building department operations, code enforcement, roads and public works
- Skills in facilitating community and economic development
- Ability to multitask, prioritize and meet the demands of the Village Council.
- The next Village Administrator will
  - Have the ability to analyze issues/problems and make sound recommendations to the Village Council
  - Have experience in intergovernmental relations
  - Be self motivated, take the initiative, and be results driven
  - Have strong interpersonal, written and public communication skills
  - Have the ability to engage others with open mindedness and a friendly attitude
  - Find innovative and collaborative solutions to solve problems and resolve issues
  - Take a hands-on interest in providing services to residents
  - Direct the office staff and contractors and ensure accountabilities are clear and provide adequate feedback on performance.
- Compensation package is competitive and dependent on qualifications and experience.
- This search is conducted by an Equal Opportunity Employer

### **Application Process**

Please submit a cover letter, current resume and three professional references to:

Name: Personnel Committee  
Address: 32325 Franklin Road, Franklin, MI 48025  
Email address: [mstakhiv@franklin.mi.us](mailto:mstakhiv@franklin.mi.us)

Candidates desiring CONFIDENTIALITY of their interest must indicate this in a separate subject line above the body of the cover letter.