

City Manager Job Description

Position: City Manager, City of Marine City, Marine City, Michigan

The City of Marine City is looking for its next City Manager. Candidates who have a strong educational background, a commitment to the municipal executive profession, and prior municipal management experience in a comparable-sized municipality with a community character similar to Marine City are encouraged to apply. The City Manager is appointed by the City Commission and functions as the Chief Administrative Officer of the City ensuring that all laws and ordinances within the City are enforced. Through a shared leadership approach, the City Manager supervises all Department Heads and maintains a collaborative relationship with the elected City Commissioners, The City Charter requires that the City Manager:

- Is the chief administrative officer, supervises all aspects of City operations on a day-to-day basis, implements City policies, and performs the work set forth by the Commission.
- Regularly communicates with the City Commission on all significant and critical matters of the City through various means, including but not limited to in-person communications, written communications and other means of information sharing in a timely and relevant manner.
- Leads the City staff through ongoing communication, motivation, supervision, and results-driven future planning.
- Recommends policies, goals, strategies and programs to the City Commission throughout the strategic planning process and monitoring cycle.
- Works directly with the City Attorney on legal matters of the City as necessary and required.
- Forecasts operational challenges and responds with specific, preventative action plans. Initiates research, studies, and monitors operations to ensure that result-oriented planning is facilitated and that services are provided in an efficient, timely, and friendly manner.
- Develops and administers the annual City budget with the cooperation of finance staff and key department heads.
- Conveys the official position of the City at meetings, conferences, state and federal legislative forums, governmental agencies and community functions, and media outlets.
- Communicates with residents, partners, and the general citizenry on policies, services, and remedial actions as needed.
- Oversees union bargaining agreement negotiations, departmental organization, employee selection, evaluation, recognition, discipline, discharge, and other operational and staffing matters and shall serve as the Human Resources Director.

- Supports the creative development and sustainability of economic development projects, capital improvement programs and all other City initiatives and determines the appropriate financing mechanisms for such efforts.
- Engages in educational opportunities, professional organizations, community conversations, and all legislative matters that impact the City, including representing the City as necessary at various meetings, events and activities.

Candidate Profile:

Successful candidates will possess and demonstrate the following key characteristics:

- Be a forward-thinking visionary who sees and communicates a bigger context than the situation at hand.
- Establishes and expands a pro-service oriented culture committed to accomplishing what is best for our residents, businesses and partners.
- A communicator with an approach that is professional, diplomatic, persuasive, clear and concise.
- Possesses a shared leadership style that appreciates, supports, encourages and cultivates participation and leadership in others members of the Marine City Team.
- Is proficient in Municipal Management with a comprehensive understanding of concepts and tools needed to successfully operate a city, including implementation of proven best practices of governmental administration.
- Takes a calculated, systemic and routine approach to problem solving.
- Is a consensus building collaborator with the ability to provide guidance and direction while retaining the ability to adapt to changing circumstances and situations.
- Is relationship and team player oriented with the ability to grows partnerships with the City Commission, various boards, committees, commissions and groups including neighborhood groups, local organizations, businesses, employees and residents.
- Possesses experience in successfully working with local, regional, state and federal partners on various programs, projects and activities.
- Is a strategic plan oriented leader with forethought and a calculated approach to making decisions.
- Uses creativity to leverage resources, build relationship, manage time and staff in both traditional and unique ways to advance progress.

- Creates, encourages and maintains a culture of diversity, Inclusiveness and belonging with staff, elected officials, residents, businesses and partners and has a skill-set to recognize and assess gaps in representation, voice and/or resources for all and has the ability to develop solutions and plans to narrow and close them.
- An Inspirational leader who instills pride of place and community.

****An expanded community and position profile may be viewed by visiting our municipal website at: www.cityofmarinecity.org**

Process to Apply

Interested candidates should submit resume, cover letter, consent form, and five professional references to the City of Marine City electronically with the **subject line CITY MANAGER SEARCH** to: citymanager@cityofmarinecity.org by **NO LATER THAN 4pm on Friday April 14, 2023**

Candidates desiring confidentiality of their interest, as allowed for and provided by Michigan law, must indicate so within a separate subject line above the body of the cover letter.

Marine City is an Equal Opportunity Employer.

Additional information relating to the City of Marine City and its operations may be found by visiting the municipal website at www.cityofmarinecity.org

Requirements

Qualifications:

Applicants shall embody an extremely high standard of professionalism, ethics, and integrity.

Possesses minimum of a Bachelor's Degree (Master's Degree preferred) in Public Administration, or a closely related field.

5- years local government executive management experience preferred in a like-sized community.

Be proficient in various municipal government functions including, financial management, community/economic development, personnel/human resources, grant administration, civic engagement, etc.

Presents a diplomatic and inspirational leadership style while using effective communication skills.

Available to work evening and weekend hours as City activities require.