

City Manager Search and Community Profile- City of Marine City, Michigan

Positioned along the St. Clair River approximately fifty miles north of Detroit, this quaint riverfront community is a popular visitor getaway. Known for its unique boutiques, eateries, and award-winning theatre venues, the spirit of Marine City is warm and welcoming. Marine City was historically known as one of the leading shipbuilding centers of the Great Lakes. Because of this, many captains, sailors, and shipbuilders made their homes here and can be seen in the grand architecture which remains today. Always reinventing itself to be positioned for the future, the City of just over 4,000 residents is seeking a dynamic, community-oriented leader to serve as its next City Manager upon the retirement of our current Manager which is expected in the late summer or 2024. Candidates should possess the minimum of a four year degree in public administration or closely related field and five years' local government or executive level experience. The starting salary range for the new manager begins at \$105,000 based upon qualifications, experience and contract negotiations.

Organizational Structure

The administrative officers of the City shall be the City Manager, Assessor, Attorney, Clerk, Treasurer, Chief of Police, Fire Chief, Superintendent of Public Works, Librarian, and, if the City Commission deems necessary, a Health Officer and an Engineer. The City Commission may by ordinance create additional administrative offices and may by resolution combine any administrative offices in any manner it deems necessary or advisable for the proper and efficient operation of the City. The City Commission may not diminish the duties or responsibilities of the office of City Manager.

The City Manager and City Attorney shall be appointed by the City Commission for an indefinite period, shall be responsible to and serve at the pleasure of the City Commission and shall have their compensation fixed by the City Commission. All administrative officers of the City except the City Manager and City Attorney shall be appointed or selected by the City Manager with the approval of the City Commission for an indefinite period and shall be responsible to the City Manager.

The City Manager shall have the power to discharge without the confirmation of the City Commission such administrative officers that the City Manager appoints.

The City Manager shall be chief administrative officer of the City government and shall be selected based on their executive and administrative qualifications and must have special training in the field or previous experience as a City Manager or as an assistant to a City Manager.

The City Manager shall be the chief administrative officer of the City. Functions and duties shall be:

- To be responsible to the City Commission for the efficient administration of all administrative departments of the City government except the City Attorney.
- To attend Commission meetings with the right to take part in discussions but not to vote.
- Also to attend meetings of City Committees, Boards and Commissions as required or requested by the City Commission, or such other meetings, events or activities that are critically important for the efficient operation of the City.
- To see that all laws and ordinances are enforced.
- To appoint with the approval of the City Commission the heads of certain City departments whose appointment is not otherwise granted to the City Commission by Charter.

- To see that all terms and conditions imposed in favor of the City or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed.
- To recommend an annual budget to the City Commission, and to administer the budget as finally adopted under policies formulated by the City Commission and to keep the City Commission fully advised at all times as to the financial condition and needs of the City.
- To recommend to the City Commission for adoption such measures as he may deem necessary or expedient for proper governance.
- To exercise and perform all administrative functions of the City that are not specifically assigned or imposed by City Charter or ordinance to some other official.
- To perform such other duties as may be prescribed by City Charter, ordinance or statute or as may be directed by the City Commission.

Challenges and Opportunities:

The incoming City Manager will find the following challenges and opportunities awaiting their arrival in City of Marine:

Challenges

- Creation of a Coordinated Economic and Downtown Development Process
- Perceived lack of downtown public parking
- Ordinance enforcement
- Funding to refurbish municipal parks and facilities
- Park maintenance
- Funding for protection of historical structures and locations

Opportunities

- Increase housing stock
- New Business Development and Redevelopment
- Expansion of cultural and historical attributes
- New Marina construction
- Updated master plan, Park and Rec Plan, and Zoning Ordinance
- Healthy fund balance
- City Commission that desires to be progressive
- Supportive citizenry and local organizations

ARE YOU OUR IDEAL CANDIDATE?

Marine City is seeking motivated and experienced local government executive who is approachable, customer service and resident oriented, has a history of community involvement, possesses a positive and energetic style as well as the following knowledge, experience and key leadership attributes:

- Required: Bachelor's Degree in Public Administration or closely related field (Master's degree preferred)
- Five years of executive/supervisory work experience in local government or similar organizations
- Excellent oral and written communicator with previous public speaking experience
- A strategic planner for today, and the future with self-motivation and long-term thinking.
- Working knowledge of municipal planning and zoning
- Grant funding and administration experience
- Economic/business development and redevelopment experience
- Experience in Regional and Intergovernmental cooperative efforts
- Budget and finance experience
- Experience in Human Resources/Personnel management, including Union negotiations and relations
- A problem- solver, effective leader and a partner who can work cooperatively with the Commission, department heads and staff, community organizations, residents, businesses, and partners to achieve positive results
- Ability to take constructive criticism while maintaining a cool composure and a positive attitude
- A leader with an open-door policy and willingness to conduct one on one meetings when needed
- A commitment to the community and position that is flexible, ethical, approachable, laid back, but firm when needed

APPLICATION PROCESS

APPLY BY 4:00 p.m. on Wednesday July 3rd, 2024, applications received after that date may still be considered until the position is filled. Preferred starting date is September 5, 2024.

Please submit resume, cover letter, consent form, and five professional references to:

Email: clerk@cityofmarinecity.org with the subject line: **City Manager Search**

*****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.