

**CITY OF ESCANABA
JOB OPENING
CITY MANAGER POSITION**

The City of Escanaba, Michigan, population 12,529 is looking for a city manager to serve as its Chief Administrative Officer and oversee a \$31 million operating budget in a 12 square-mile community, located in the Upper Peninsula of Michigan.

This position is responsible to the Escanaba City Council for the administration of all city affairs and operations placed in the City Manager's charge. The city is looking for a replacement for long-time City Manager James V. O'Toole, who is scheduled to retire on June 30, 2017. Mr. O'Toole has been the City Manager for the past 10 years.

The City Manager is responsible for assuring that critical services are provided in an effective and efficient manner providing the highest value possible. This includes a responsibility to citizens, business owners and employees in the city that infrastructure is maintained, that capital assets required for operation are in safe condition, and that personnel policies are abided by. A Bachelor's degree in public administration, business management, political science, finance or related fields and five to 10 years of relevant experience, or an equivalent combination of experience and education is desired. The successful candidate must possess a broad base of skills in municipal operations, be a highly skilled communicator and collaborator, and able to listen and integrate criticism, while working to resolve conflict. The city seeks an individual with proven success in keeping up with current trends and bringing innovative ideas forward, as well as a demonstrated commitment to diversity, equity and inclusion.

The city will offer a competitive salary and benefit package depending on qualifications, experience, and negotiations. City residency is strongly desired by the City Council.

The application period is now open and the deadline to apply is May 26, 2017. Applicants must submit a resume and letter of interest via e-mail to hr@escanaba.org, or by postal mail, Attn: Human Resources Office, P.O. Box 948, Escanaba, MI. Applicants wishing that their resume be kept confidential as allowed by the Michigan Open Meeting Act, Act 267 of 1978, Section 15.268 Closed Sessions: Permissible Purposes, Paragraph (f) are asked to request in their cover letter that all information remain confidential until there is mutual agreement and consent between the applicant and the City of Escanaba.

Before applying, applicants are required to review the complete job description at <http://www.escanaba.org/jobopenings>.

For additional information about the community please visit our website at www.escanaba.org.

CITY MANAGER CITY OF ESCANABA

General Purpose

Performs high level administrative, technical and professional work in directing and supervising the administration of city government in the City of Escanaba.

Supervision Received

Works under the broad policy guidance of a five-member City Council.

Supervision Exercised

Exercises supervision over all municipal employees either directly or through subordinate supervisors.

Essential Duties and Responsibilities

Manages and supervises all departments, agencies and offices of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development and implementation of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the City Council and department heads; makes presentations to councils, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget:

- Performs cost control activities;
- Monitors revenues and expenditures in assigned area to assure sound fiscal control;
- Prepares annual budget requests;
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Appoints, evaluates and removes all department heads, officers and employees of the City, except members of the Council and those directly appointed by the Council as per City Charter.

Sees that all laws and ordinances are faithfully performed.

Prepares and submits a preliminary annual City budget. Administers the adopted budget of the City.

Advises the City Council of financial conditions and current and future City needs.

Advises the City Council of current and pending legislative action and how it will affect the City.

Attends all meetings of the Council at which attendance may be required by the Council.

Peripheral Duties

Recommends for adoption by the Council such measures as Manager may deem necessary or expedient.

Prepares and submits to the Council such reports as may be required by that body or as Manager may deem it advisable to submit.

May serve as the head of one or more departments of City government.

Minimum Qualifications

Education and Experience:

- A. A Bachelor's degree in public administration, business management, political science, finance or related fields and five to 10 years of relevant experience, or an equivalent combination of experience and education is desired.

Necessary Knowledge, Skills and Abilities:

- A. Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development.
- B. Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment;
- C. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.
- D. A broad base of skills in municipal operations; be a highly skilled communicator and collaborator, and able to listen and integrate criticism, while working to resolve conflict; proven success in keeping up with current trends and bringing innovative ideas forward, as well as a demonstrated commitment to diversity, equity and inclusion.