

POSITION TITLE: City Manager for the City of Litchfield, Hillsdale County, Michigan

Status: Full-time, Exempt from overtime

Reports To: Mayor and Council

JOB SUMMARY: The City Manager shall be the chief administrative officer of the city.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The City Manager shall be responsible to the City Council for the proper management and administration of the affairs of the city.

The City Manager shall:

- (a) Appoint and remove employees of the city, exercise administrative supervision over appointed administrative officers of the city (as referenced in City Charter) subject to advice and consent of Council, and set employee's compensation within the budget adopted by the Council,
- (b) Supervise and coordinate the work of all the administrative offices and departments of the city,
- (c) Be the main point of communication and dissemination of information from the City Attorney,
- (d) See that all laws and ordinances are enforced,
- (e) Prepare and administer the annual budget under policies formulated by the Council, have budget control responsibility, and keep the Council advised as to the financial condition and needs of the city,
- (f) Furnish the Council with information concerning city affairs and prepare and submit such reports as may be required or which Council may request,
- (g) Make recommendations to the Council relative to all agenda items, except as directly related to the City Manager's employment,
- (h) Employ or be responsible for the employment of all city employees (except those employees appointed by City Council) and supervise and coordinate the personnel policies and practices of the city, subject to any employment ordinance of the city,
- (i) Act as the purchasing agent for the city.

(j) Attend all meetings of Council with the right to be heard in all Council proceedings but without the right to vote,

(k) Possess such other powers as may be granted or required by Council, so far as may be consistent with the provisions of law,

(l) Establish any rules necessary to carry out any of the foregoing duties, and

(m) Perform such other duties in connection with the office as may be required by law, ordinance, City Charter or directed by City Council.

KNOWLEDGE DESIRED BY THE POSITION:

- Ability to work as a leader as well as within groups as part of a team environment
- Excellent oral and written communication skills
- Presentation experience
- Proven problem-solving experience
- Knowledge of BS&A software preferred
- Supervisory experience
- Budget establishment and oversight experience in local government

COMPLEXITY: This position consists of varied analytical, supervisory and technical assistance.

PHYSICAL DEMANDS/WORK ENVIRONMENT: The work is typically performed in an office setting.

MINIMUM QUALIFICATIONS:

- Graduation from a four-year college or university with a degree in public administration, business administration or a closely related field, Master's Degree in Public Administration preferred,
- Minimum of five years of professional experience, preferably in municipal government or,
- Any equivalent combination of education and experience.

SALARY: The starting salary will depend on the qualifications and experience of the applicant selected, with approval by City Council. The City Manager position offers a starting salary in the range of \$68,000 to \$75,000, depending on qualifications and experience.

BENEFITS: The City of Litchfield is prepared to offer a robust benefit plan including the opportunity for health care coverage (i.e. medical, dental and vision), retirement and health care savings plans (via MERS), paid vacation and sick time, short-term disability, and life insurance. Other benefits for this position are subject to negotiation and approval by City Council.