

CITY OF CRYSTAL FALLS

CITY MANAGER

JOB DESCRIPTION

The City Manager is the chief administrative official of the City of Crystal Falls. The primary purpose of this position is to oversee and manage all City departments. The Manager is responsible for the day to day operations of the City and exercises this responsibility through City staff members who are department heads. The Manager is appointed by, and reports to, the City Council.

Qualifications:

Minimum required qualifications include any combination of training, education, and experience equivalent to a Bachelor's Degree from an accredited college or university, preferably in Public or Business Administration. Preferred/Desirable Qualifications: A Bachelor's or Master's Degree in a related field is highly desirable. Some training in, or a degree in Engineering, is also desirable. Five (5) years of progressively responsible experience in municipal government as a City Manager or Assistant City Manager or Senior Executive in a city.

Special Requirements: The city manager need not be a resident of the city or state at the time of appointment but must move into the city within six (6) months of hiring.

Other essential, job related qualifications include:

- Budget development and financial management
- Implementation of public policy as directed by the City Council
- Knowledge and ability of computer skills in word processing and spreadsheet programs; use of BS & A accounting software; file management; and other computer related matters
- Ability to effectively and fairly negotiate appropriate solutions and contracts with the City's 2 unions
- Human resources and personnel administration including hiring and firing of most city employees
- Project planning and implementation
- Work closely with the Downtown Development Authority, Planning Commission, and all other intergovernmental groups
- Knowledge and experience in Zoning administration

Responsibilities of the City Manager:

- Michigan Department of Transportation – Act 51 Reporting
- Michigan Department of Treasury – CVTRS Compliance
- Public Relations/Media Interaction
- Management Discussion and Analysis for annual audit report
- Grant Administration and compliance
- Represent the City on the WPPI Board of Directors (Electric Co-op)
- Prepare Council meeting agendas
- Conduct interaction with the surrounding Township and County officials
- Oversee special projects and work with engineering firms and contractors on said projects

- Investigate complaints by citizens concerning City services and settle the complaints within City policy
- Oversee the operation of all City Departments:
 - Administrative offices
 - Police Department
 - Electric Department
 - Public Works Department
 - Golf Course
 - Runkle Lake Park
 - Evergreen Memorial Cemetery
 - Water Department
 - Sewer Department
 - Cable TV System
 - Buildings and Grounds and all City owned properties

Compensation:

- Salary is Dependent on Qualifications, \$50,000 - \$75,000
- Comprehensive benefit package including:
 - Health Insurance
 - MERS Hybrid Plan
 - Vacation Pay
 - Sick Leave Pay

Position Closing Date: February 19, 2016 at 3:00 PM

Please send cover letter, resume, and three professional references to:

City Manager Search, City of Crystal Falls, 401 Superior Avenue, Crystal Falls, MI 49920

The City of Crystal Falls is an Equal Opportunity Employer