

**Position Title:** City Manager  
**Department:** City Hall

**FSLA Designation:** Exempt  
**Supervisor:** City Commission

### **GENERAL PURPOSE**

Perform complex supervisory, administrative and professional work in planning, organizing, directing, and supervising all city departments.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Exercise overall responsibility for the City budget and perform all tasks associated with maintaining an effective and efficient budget process.

Set strategic goals and priorities for City departments and provide general management and leadership.

Issue written and verbal instructions and facilitate solutions to problems.  
Assign duties and examine work for exactness, neatness, and conformance to policies and procedures.

Study and standardize department policies and procedures to improve efficiency and effectiveness of operations.

Maintain harmony among workers and resolve grievances. Act as bargaining agent for union negotiations

Prepare composite reports from individual reports of subordinates.

Hear citizens' complaints and act where necessary.

Prepare and document budget requests; administer budget in assigned area of responsibility.

Plan, organize, coordinate, supervise and evaluate programs, plans, services, staffing, equipment and infrastructure of the City.

Evaluate City needs and formulate short- and long-range plans to meet needs in all areas of responsibility, such as Public Works, Water and Wastewater, Parks and Recreation, Public Safety and others as needed.

Oversee the development and update of the plans for the municipal infrastructure.  
Determine applicable codes, regulations, and requirements for assigned projects.  
Respond to public and other inquiries relative to City policies and procedures.

Monitor inter-governmental actions affecting the City

**PERIPHERAL DUTIES**

Assist in the training of city personnel in all necessary areas. Supervise employees on a day-to-day basis on specific projects.

**DESIRED MINIMUM QUALIFICATIONS**

Bachelors Degree in Public Administration desired or five years of relevant experience in municipal management. Ability to use windows-based software.

**SUPERVISION RECEIVED**

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

**SUPERVISION EXERCISED**

Exercises supervision over all City Department Heads.

**RESPONSIBILITY FOR PUBLIC CONTACT**

Daily contact requiring courtesy, discretion, and sound judgment.

**LICENSING AND CERTIFICATION**

Valid Michigan driver's license.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to stand; walk; use hands and fingers to handle, feel or operate objects, and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Work is often performed in office settings. Outside field work may be required on City projects.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.