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Education:

Master of Public Administration Western Michigan University
Kalamazoo, Michigan - December 1996

Bachelor of Science Western Michigan University
Kalamazoo, Michigan – April 1988
Major: Public Administration
Minor: Communication

Professional Experience:

City of Charlotte - Charlotte, Michigan - City Manager - May 2024 to February 2026

The City of Charlotte, Michigan, is a city that provides services in the areas of fire, police, emergency preparedness, planning and development, code administration, economic development, water distribution, wastewater treatment and collection, street maintenance, storm sewer management, recycling collection, facility management, parks, as well as administrative services. The City Manager is responsible for the implementation of ordinance and policy directives of a seven-member City Council, as well as the development and implementation of capital plans and fiscal budgets. The City Manager is responsible for personnel management of department directors and support staff. This effort includes staff collaboration in the development of employee policies and negotiations with four labor unions. The City Manager supports the implementation of contract services including information technology, financial services, public works services, and downtown outreach. The City Manager assists departments and staff in supporting many boards and commissions, including the Planning Commission, Airport Advisory Board, Parks Advisory Board, and Downtown Development Authority. The City Manager initiates reviews and implements strategies in the areas of City-owned property development, comprehensive planning, and communication strategies. The City Manager provides positive relationships with many governmental entities including federal, state, county, townships, and cities. The City Manager provides collaborative relationships with many other organizations throughout the City including medical facilities, industrial, downtown businesses, and retail establishments.

City of Oberlin - Oberlin, Ohio - City Manager/Treasurer - December 2016 to April 2024

The City of Oberlin, Ohio is a city that provides services in the areas of fire, police, dispatch, emergency preparedness, planning and development, code administration, economic development, electric distribution and generation, water treatment and distribution, wastewater treatment and collection, street maintenance, storm sewer management, engineering, solid waste collection and recycling services, facility management, parks and recreation, as well as administrative services. The City Manager is responsible for the implementation of ordinance and policy directives of a seven-member City Council, as well as the development and implementation of capital plans and fiscal budgets. The City Manager is responsible for personnel management of department directors and support staff. This effort includes staff collaboration in the development of employee policies and negotiations with five labor unions. The City Manager supports the implementation of contract services including building inspection, information technology, public transportation, downtown outreach, and energy services. The City Manager assists departments and staff in supporting many boards and commissions, including the Planning Commission, Zoning Board of Appeals, Fire Board of Appeals, Open Space Commission, Recreation Commission, Community Improvement Corporation, Historic Preservation Commission, Housing Renewal Commission, Public Utilities Commission, Civil Service Commission, Records Retention Commission, Resource Conservation and Recovery Commission, and Human Relations Commission. The City Manager initiates reviews and implements strategies in the areas of City-owned property development, active transportation, comprehensive planning, and communication strategies. The City Manager provides positive relationships with many governmental entities including federal, state, county, townships, and cities. The City Manager provides collaborative relationships with many other organizations throughout the City including a private college, medical facilities, senior housing, a federal air traffic control center, industrial, downtown businesses, and retail establishments.

City of Allegan - Allegan, Michigan - City Manager/Clerk - September 2005 to July 2016

The City of Allegan, Michigan is a city that provides services in the areas of community development, police, water treatment and distribution, sanitary sewer treatment and collection, utility billing services, street maintenance, parks and recreation, two historical theaters, riverfront amphitheaters, and many other amenities, downtown development and marketing, extensive economic development services, airport facilities, election and voter registration, housing and code enforcement, as well as a fire district, and ambulance services through contracts with multiple jurisdictions. The City Manager worked closely with a seven-member City Council on the development of goals and policies, oversight of department directors and support staff, negotiation of three labor union contracts, the preparation and presentation of capital and other fiscal budgets, and the development and implementation of a variety of economic development programs. The City Manager supported department directors in the support of many boards and commissions, including the Planning Commission, Historic District Commission, Development Committee, Finance Committee, Public Works Committee, Public Safety Committee, Downtown Development Authority, Economic Development Corporation, Downtown Economic Restructuring Committee, Downtown Design Committee, Business Park Association, Airport Advisory Board, Parks Board, and Brownfield Redevelopment Authority. The City Manager was responsible for the financial management, grant development, and implementation for the

organization. Included in this responsibility was maintaining positive relationships with other government units including federal, state, county, townships, and cities. The City Manager was responsible for contract services including building inspection, economic development, and other services. The City Manager provided collaborative relationships with many other organizations to create opportunities for partnerships. The City Manager trained department supervisors to locate grants and financial opportunities to enhance facilities and programs. The City Manager assisted citizens in navigating policy and services, including neighborhood and business support. The City Manager developed and implemented neighbor outreach programs. The City Manager established the Redevelopment Ready Community program in the City which involved system reorganization and State compliance. The City Manager coordinated the Riverfront Outreach project which involved many community listening sessions, grant research and implementation, and project development. The City Manager reorganized the operations of the airport, which included in-house support from the Public Works Department. The City Manager maintained proactive relationships with many institutions including a major pharmaceutical manufacturing facility, medical facilities, county facilities, many industrial, downtown, and retail establishments.

Village of Yellow Springs - Yellow Springs, Ohio - Village Manager - November 2000 to September 2005

The Village of Yellow Springs, Ohio is a village that provides services in the areas of police, planning, code administration, economic development, electric distribution, water treatment and distribution, sanitary sewer treatment and collection, street maintenance, mediation services, natural gas purchasing, refuse collection and recycling services, facility management, as well as parks and recreation which included a community center and pool. The Village Manager was responsible for the implementation of ordinances and policy directives of a five-member Village Council, as well as the development of capital and multi-year fiscal budgets. Also, the Village Manager was responsible for personnel management of department supervisors and support staff. The Village Manager supported many boards and commissions, including the Planning Commission, Zoning Board of Appeals, Community Improvement Corporation, Revolving Loan Fund Committee, Design Advisory Board, Environmental Commission, Airport Advisory Board, and Human Relations Commission. The Village Manager represented the Village on the Springfield Airport Advisory Board, which involved participation with the Air National Guard. The Village Manager was assigned special projects and reports on subjects including Wellhead Protection, Blue Ribbon Finance, Police Chief Search, Downtown Parking Development, Solid Waste Bid, and Employee Manual Updates. The Village Manager was responsible for maintaining positive relationships with other government units including federal, state, county, townships, and other cities. The Village Manager maintained proactive relationships with many institutions including a private college, and many industrial, downtown, and retail establishments.

City of Allegan - Allegan, Michigan - City Manager/Clerk - October 1995 to November 2000

The City of Allegan, Michigan is a city that provides services in the areas of community development, fire, police, water treatment and distribution, sanitary sewer treatment and collection, utility billing services, street maintenance, parks and recreation which included a sports complex, many parks, two historical theaters, riverfront amphitheaters, and many other amenities, downtown development and marketing, promotions, extensive economic development services, airport facilities, election and voter registration, housing and code enforcement, as well as ambulance services through contracts with multiple jurisdictions. The City Manager worked closely with a seven-member City Council on the development of goals and policies, oversight of department supervisors and negotiation of union contracts with three labor unions, the preparation and presentation of annual, multiple years, and capital budgets, and the development and implementation of a variety of economic development programs. The City Manager worked with department directors on providing support for many boards and commissions, including the City Council, Planning Commission, Development Committee, Finance Committee, Public Works Committee, Public Safety Committee, Historic District Commission, Downtown Development Authority, Economic Development Corporation, Economic Restructuring Committee, Design Committee, Tree Commission, Business Park Association, Tax Incremental Finance Authority, Economic Development Corporation, Brownfield Redevelopment Authority, Airport Advisory Board, and Wellness Committee. Further, the City Manager was responsible for the financial management, and grant development and implementation for the organization. The City Manager maintained positive relationships with other government units including federal, state, county, townships, and cities.

Western Michigan University - Kalamazoo, Michigan - Part-Time Instructor - September 1998 to November 2000

Prepared and lectured students in national, state, and local government, as well as governmental budgeting and finance.

City of Allegan - Allegan, Michigan - Assistant City Manager - August 1993 to September 1995

Assisted the City Manager in completing various operations including budget, personnel, and festival management. Provided staff support to the Planning Commission, Historic District Commission, and Parks Commission. Administered and coordinated grants for infrastructure including water, sanitary, stormwater, and streets. Provided direct oversight of airport management, which involved securing funding for many projects, including an airport master plan and taxiway expansions.

Village of Mattawan - Mattawan, Michigan - Village Manager/Clerk - May 1990 to August 1993

Organized construction of a new Village office building. Provided administrative support to the Village Council, Planning Commission, and Zoning Board of Appeals, as well as other Council committees. During this period, a Charter Review Committee was successful in adopting a revised Charter for the Village. Reviewed site plans as Zoning Administrator and worked closely with building inspectors to ensure proper communication. Prepared goal and accomplishment-oriented budgeting, and invested funds to maximize revenue. Managed personnel and coordinated land use, emergency preparedness, and water distribution plans for the community.

West Shoreline Regional Planning Commission - Muskegon, Michigan - Transportation Coordinator - April 1990

Researched corrections alternatives for County Prosecutor, as well as the Muskegon County Law Enforcement Community. Further coordinated the carpool database for the region.

City of Allegan - Allegan, Michigan - Building Official - April 1988 to April 1990

Provided Zoning, Code Enforcement, and processed Historic District applications. The position was responsible for the administration of the Planning Commission, Zoning Board of Appeals, and the Historic District Commission. Revamped rental licensing program to assure consistent neighborhood property inspections. Provided inspection services for soil and sedimentation control permits.

Certifications and Memberships

FEMA Emergency Management Institute - ICS 300 and 800

FEMA Emergency Management Institute - ICS 100, 200, and 700

Michigan State University - Business Solutions Professional

International City Managers Association (1990 - 2024)

International City Managers Association - Credentialed Manager (2008-2013)

Ohio City Managers Association (2017 - 2024)

Lorain County Mayors and Managers Association (2016 - 2024)

Michigan Local Government Managers Association (2006 - 2014)

Southwest Michigan City/County Managers Association (2006 - 2016)