

Employment Opportunity

City Administrator

City of Lathrup Village



City Administrator

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The City of Lathrup Village is located in southeastern Oakland County. The city is a historic residential community that is upwardly mobile, culturally diverse, well-educated, and part of a populous and economically significant county region.

Lathrup Village is a full-service, home-rule city with a council-manager form of government established in 1953. The city council is comprised of the mayor and four city council members. Elections are held every two odd years with staggered terms. The city's general fund budget totals \$7.2 million. The city has 21 full-time employees and two part-time employees. The city is seeking an experienced city administrator with exemplary leadership skills, strong interpersonal skills, and experience working in a team environment.

The city's next administrator shall be relatable, personable, community-oriented, and a consensus builder. Required qualifications for this position include a bachelor's degree in Public Administration or a related field. A master's degree is desired. The position requires at least five years' experience as a city, county, or township manager. Alternatively, the city will consider candidates with a combination of education and city, township, and county management experience exceeding five years.

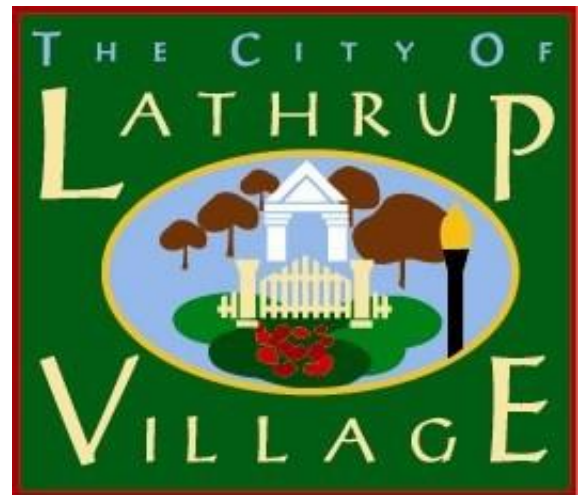


- ▶ **POPULATION**
4,090
- ▶ **SIZE**
1.51 sq. miles
- ▶ **GENERAL FUND BUDGET**
\$7.2 million
- ▶ **STARTING SALARY**
Negotiable DOQE

► THE IDEAL CANDIDATE

The City of Lathrup Village is seeking an experienced city administrator with exemplary leadership skills; strong interpersonal skills; and experience working in a team environment. The city's next administrator shall be relatable, personable, community oriented and a consensus builder:

- A bachelor's degree in Public Administration or a related field is required, but a master's degree is desired
- Requires a minimum of five years' experience as a city, county or township manager. Alternatively, the city will consider candidates with a combination of education, city, township, or county management experience exceeding five years



A HERITAGE OF GOOD LIVING

The ideal candidate shall have excellent verbal and written communication skills; experience in community and economic development, including downtown development, tax increment financing districts, and collaborations with various economic development partners. The ideal candidate shall have experience in human resources and contract negotiation and administration. The candidate shall also have hands-on experience with the budgeting process, including forecasting, goal setting, budget development, and budget implementation. The City Administrator is responsible for the coordination and development of the budget and is considered the finance director for the city based on provisions within the city charter. The ideal candidate shall also have supervisory experience, supervising seven employees, writing and administering grants, public works, intergovernmental relations, and information technology. The city administrator shall be available and assessable outside of a forty-hour week.

The city of Lathrup Village is a community that values all segments of the community and is seeking an administrator with experience developing programs based on the community's needs. The ideal candidate shall possess high ethical standards, with a strong sense of integrity; be respectful of others; be adaptable to change; be open-minded; visible; has a presence in the community, and is transparent in every aspect of the city. The ideal candidate shall be a visionary and possess the ability to build positive relationships with the community and city officials .



► OPPORTUNITIES AND CHALLENGES

Current Challenges Identified for the Next 1-5 years:

- Physical improvements to the appearance of the city requires public and private investment.
- Outdated commercial buildings may not meet the needs of current and future businesses.
- Increasing costs of repair and replacement of infrastructure.
- Additional resources will be needed to maintain aging parks and recreation facilities, while potentially adding and/ or expanding facilities, amenities and programs.
- Walkability!! Current land use pattern dictates motorized travel, along with the current road design supports motorized travel.
- Planned reconstruction of Southfield Road.
- Redevelopment of Annie Lathrup School.
- Management of ongoing, city-wide infrastructure capital improvements (i.e. paving, sidewalk replacement program, fire hydrants, gate valves, lead/copper water service lines identification and replacement). Improve stormwater and drainage issues.
- Increase housing stock variety.
- Fill staffing vacancies.



APPLICATION PROCESS

APPLY BY CLOSE OF BUSINESS September 12, 2023

Please submit resume, cover letter, consent form, and five professional references to:

Email:

execsearch@mml.org

Subject Line: Lathrup Village Search

Questions can be directed to MML Executive Recruiter Joyce Parker at jparker@mml.org.

Candidates desiring confidentiality of their interest, as allowed for and provided by Michigan law, must indicate such in a separate subject line above the body of the cover letter.

This search is conducted by an Equal Opportunity Employer.

