

# CITY OF HAMTRAMCK

## **CITY MANAGER JOB POSTING**

**Department:** Administration

**Division:** All

**Supervised by:** Mayor & City Council

**Salary:** 100,000 – 120,000 DOQ

**Status:** At Will Contract Employee

**Supervises:** Department Heads

The City of Hamtramck is seeking qualified candidates for the position of City Manager. Following the traditional Council/Manager form of government, the City Manager is appointed by and reports directly to the Mayor and City Council. Acting as the chief administrative officer, the City Manager supervises all aspects of city operations on a day-to-day basis.

### **Position Summary:**

The City Manager is an executive management level position, under the general policy and guidance from the Mayor & City Council and directly accountable to the Mayor & City Council. The City Manager plans, organizes, integrates, directs, administers, fiscally controls, reviews and evaluates the activities, operations, programs and services of the City of Hamtramck; serves as the top appointed executive in the City, responsible for carrying out policies and programs determined by the elected Mayor & City Council; ensures development and execution of the City's annual budget, goals and work plans; represents the City's interests with other levels and agencies of government; effectively serves the needs of the community at large and business interests, while complying with applicable laws and regulations; serves as the City grant coordinator; and performs related duties as assigned by the City Council. The City Manager assumes a variety of administrative functions including but not limited to personnel, budget, purchasing, risk management, finance, and zoning. This position is hands on, and the City Manager may need to assume responsibilities of various departments from time to time and as such is expected to have a full working knowledge of all City related functions.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as the Chief Administrative Officer for the City, ensuring the proper enforcement of all laws and ordinances and the efficient administration of all departments of City government. Oversees City services and makes related recommendations to Mayor & City Council and all other boards and commissions.
2. Keeps informed of and reports to Mayor & City Council on the activities, status and performance of various City departments and projects.
3. Develops the annual budget in cooperation with the various department heads. Monitors revenues and expenditures throughout the fiscal year to ensure sufficient revenues to meet planned expenditures. Makes budget adjustments as needed. Prepares financial reports for the Council as requested.

4. Plans, organizes, controls, integrates, and evaluates the work of all City departments to ensure the operations and services comply with the policies and direction set by the Mayor & City Council, and with all applicable laws and regulations.
5. Leads and guides City staff through day-to-day duties and makes sure such duties are in line with supporting the City's overarching goals.
6. Plans and evaluates management staff performance, establishes performance requirements, regularly monitors performance, and provides coaching for performance improvements.
7. Provides leadership and works with the executive team concerning administrative and operational problems to develop and retain highly competent public service-oriented staff through selection, compensation, training, and day-to-day management practices that support the City's mission and operational plans and objectives.
8. Maintains an employee handbook to define the benefits and responsibilities of various departments and offices. Prepares related rules and procedures to ensure consistent and effective performances.
9. Assesses community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality municipal services; directs development and implementation of initiatives for service quality improvement; provides day-to-day leadership and works with the executive team to ensure a high performance, service-oriented work environment consistent with sound management principals. Maintain good working relationships with key community constituencies.
10. Works closely with the Mayor & City Council, other governmental agencies, a variety of private and community organizations and business and citizen groups in developing and implementing programs to achieve City priorities and solve community problems; directs and coordinates preparation of reports and recommendations on public policy issues and on long range plans for City services; develops and coordinates proposals for action on current and future City needs; represents the City and works closely with appointed boards, committees, public and private officials, and citizens to achieve planned action and results.
11. Attends and participate in professional group meetings; stay abreast of new trends and innovations in the field of City Management and Administration.
12. Respond to media inquiries, Mayor & City Council concerns and issues, and community needs including: citizen inquiries, Mayor & Council or council meeting issues, administrative policies. Serves as the contact person for vendors, contractors, auditors, and regulators.
13. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
14. Directs and oversees the preparation of a wide variety of reports and presentations for the Mayor & City Council, citizen committees and outside agencies; oversees the preparation of press releases and materials for dissemination to the media and the public; maintains effective relationship with the media.
15. Participates in regional and state meetings, and professional and community organizations on behalf of the city to stay abreast of trends related to municipal programs.
16. Keeps abreast of modern developments in city administration, and new administrative techniques, technological advances, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.

17. Directs and oversees the creation and maintenance of comprehensive effective human resources management programs policies and systems; directs and monitors the City's labor relations negotiations and labor relations programs; directs the improvement of management systems to improve the City operations and effectiveness.
18. Oversees and administers the major human resources functions for the City including overseeing benefits administration, personnel records management and personnel policy implementation. Manages employee insurance programs as well as the City's property and liability insurance. Works with the HR Manager, and other department heads as appropriate, to address employee performance problems and improve public services.
19. Coordinates with department heads and the Assistant City Manager to perform all city administration tasks.
20. Oversees the chart of accounts and allocates expenditures to the proper account. Assists with the annual audit of City financial records. Oversees utility billings and accounts payable. Supervises the activities of the Finance Director and the City Treasurer.
21. Oversees payroll processing. Ensures accuracy of time sheet reporting and paychecks and coordinates the distribution of payroll.
22. Oversees and manages the requisition, purchasing and disposal of City property. Authorizes purchases within the authority delegated by Mayor & City Council.
23. Negotiates, approves, and oversees contracts within delegated authority. Supervises contracted services such as assessing, building, and attorney services. Ensures adherence to contract provisions.
24. Ability to work and communicate with elected and appointed officials and the public with appropriate etiquette and diplomacy. Have skills in conflict resolution.
25. Serves as a voting member on numerous boards including but not limited to the Hamtramck Parks Conservancy and any local Chamber of Commerce.
26. Attend meetings of the Planning Commission, Downtown Development Authority (DDA), Zoning Board of Appeal (ZBA), and City Council. Serve on the Election Commission and Building Authority boards as needed.
27. Prepare the agenda items and packets for all boards, ie. City Council, Planning Commission, DDA, ZBA.
28. Knowledge of Michigan statutes pertaining to city zoning, planning, and development.
29. Oversees and at times serves as Downtown Development Authority (DDA) Director. Prepares agendas and packets, administers DDA affairs, prepares budget and coordinates construction and project activities.
30. At times coordinates the activities of the DDA ensuring that communication among committees is well established and assist committee volunteers with implementation of work plan items. Must work effectively with volunteers and others involved in DDA projects.
31. Ensure that the DDA abides by all applicable federal, state, and local laws and

regulations, while maintaining associated records and reporting procedures.

32. Assist the Zoning Administrator/Code Enforcement Officer with the public in dealing with zoning and land use questions, procedures, and application forms.
33. Oversee maintaining of zoning map updates, land division/combinations, and office records by recording all amendments and proper filing/retention of official documents.
34. Identify, monitor, and control nonconforming uses.
35. Oversee processing of applications for special use permits and preliminary applications for site plan review.
36. Assist the Planning Commission, as needed, with agendas and the site plan review process.
37. Oversee processing of petitions to the Zoning Board of Appeals, including written reviews/opinions, supportive documents, legal notices, and defend decisions of the office before the Zoning Board of Appeals.
38. Testify as necessary at public and judicial hearings.
39. Propose solutions to any problems encountered in administering the ordinances.
40. As grant coordinator responsible for doing the planning and preparation of grant proposals for one or more departments; provides guidance and assistance to investigators in the interpretation of funding agency regulations and requirements.
41. Prepares, oversees, and compiles all components of each grant submission, ensuring that the proposal is formatted, packaged, and submitted in accordance with granting agency requirements.
42. Advises and/or assists as appropriate in the design, formatting, and preparation of grant documentations, to include creation of computerized statistical summaries and/or graphics.
43. Provides advice and guidance on the application of grant funding policies, regulations, and procedures; facilitates and supports the research and identification of funding opportunities on behalf of the City, as appropriate.
44. Monitors and coordinates the administration of post-award grants to ensure that budgeting and administrative policies, procedures, and agency requirements are being followed; manages administrative problems and/or budget changes occurring during the awarded granting period.
45. Maintains knowledge of grant funding policies, regulations, and procedures; disseminates and/or presents changes to departments and advises on the implementation of changes, and on the impact of changes on funded operations.
46. Responsible for maintaining Redevelopment Ready Communities (RRC) certification requirements including updating plans at scheduled times.

47. Provides assistance in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities, taxes, zoning, community services, financing tools, and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.
48. Performs related work as required.

**Requirements:**

1. A minimum of three years' experience as a city manager or assistant city manager in a city with a population of at least 10,000 or more.
2. Shall be a member of a professional city or county manager association.
3. The manager need not be a resident of the City of Hamtramck or State of Michigan at the time of appointment but shall reside within a thirty (30) mile radius of the City of Hamtramck except as otherwise provided in MCL 15.602.
4. Ability to attend meetings scheduled at night or at times other than regular business hours, and skill in recording meeting minutes.
5. Knowledge and sensitivity around issues and opportunities specific to the City of Hamtramck including:
  - a. experience working in low/middle-income communities;
  - b. experience working in communities with large populations of people of color and other minority religious or diasporic groups; and
  - c. experience working in communities facing financial/budgetary challenges
6. Ability to exercise tact and diplomacy in dealing with highly sensitive political, public policy, community and employee issues and situations.
7. Ability to work effectively under stress and changes in work priorities.

**Desired Qualifications:**

8. The ideal candidate should have a master's degree in either public administration, public policy, or a combination of equivalent education and experience.
9. Good knowledge of the Hamtramck City Charter, related ordinances, and the policies, procedures, and structure of municipal government.
10. Thorough knowledge of the Michigan laws, Hamtramck ordinances and related legislation pertaining to records management, elections, voter registration, and issuance of permits, licenses, and performance of City operations.
11. Thorough knowledge of the principles, practices, and techniques of public personnel

administration, including labor relations.

12. Thorough knowledge of modern office procedures and practices, and skill in applying them.
13. Considerable knowledge of municipal finances, purchasing, contract management, risk management and zoning laws.
14. Skill in taking minutes, maintaining, and updating records and documents.
15. Has knowledge of walkable, mixed-use, livable urban development and experience in a city with similar qualities.
16. Some knowledge of best practices in public planning for environmental sustainability.
17. Knowledge of traffic calming measures.
18. Knowledge related to stewardship and growth of Hamtramck's urban forest.
19. A commitment to addressing quality of life issues, such as reliable trash pickup and litter issues.
20. Knowledge on policies dealing with rental homes and fairly consider renters' needs in developing city policies and ordinances.
21. Professional experience working in collaboration with, and an understanding of, the role of local business associations, such as a local chamber of commerce or downtown development authority.
22. Experience and expertise in the implementation of a Master Plan (on a municipality of similar size)
23. Ability to foster an environment of collaboration and transparency in all city departments
24. Skill in operating office equipment including computers and computer software including word processing and spreadsheet applications.
25. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with citizens, elected officials, employees, community groups, other governmental agencies, vendors (incl. language translators), regulatory agencies, contractors, and fellow municipal professionals.
26. Ability to effectively communicate and present ideas and concepts orally and in writing, and to make presentations in a public setting.
27. Ability to maintain complex record-keeping systems and prepare comprehensive reports.
28. Provide effective leadership and coordinate the activities of the City operations.
29. Plan, integrate and direct a broad range of complex municipal services and programs that will meet the changing needs of the community.

30. Perform complex analyses and research, evaluate alternatives, and develop sound conclusions and recommendations in an understandable and effective manner, present proposals, and recommendations clearly and logically at public meetings.
31. Evaluate, develop, and implement management systems, policies and controls.
32. Plan, organize, select, supervise, and evaluate assigned employees, and build a high-performance workforce.

**Physical Demands and Work Environment:**

Time is spent in government offices and in meetings with other planning and City officials. Frequent visits to city parks, festivals, and various businesses may occur. Must be able to attend frequent meetings after hours and on the weekends.

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, and travel to other locations. The employee must regularly lift and/or move items of lightweight and may occasionally lift and/or move items of moderate weight. Specific vision abilities required by this job include close vision and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet to moderate.

**The City of Hamtramck is an Equal Opportunity Employer seeking qualified applicants, without regard to race or other protected status. The city expects that both internal and external candidates will compete for the city manager position. All resumes submitted for this position must be accompanied by a completed job application, signed by the applicant, a resume and cover letter to be considered for the position. The application process will close January 10<sup>th</sup>, 2023.**