

**CITY OF GRAND HAVEN
JOB DESCRIPTION**

CITY MANAGER

Supervised by: City Council
Supervises: Directly supervises all department heads. Indirectly supervises all other City employees.
FLSA: Exempt

Position Summary:

Acts as the chief administrative officer, is appointed by, provides recommendations to and receives policy direction from the City Council. Plans, develops and implements diverse City services to meet policy requirements and address community needs. Oversees the organization and direction of all City departments and ensures compliance with contractual and regulatory obligations.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of 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. Oversees the operations of the City's departments and activities. Assesses and monitors operations to ensure quality services are provided in an efficient, cost-effective and timely manner.
2. Attends City Council meetings, performs research and recommends policies and programs as requested. Implements policies, ordinances, and programs set forth by the Council. Attends meetings of various committees, boards, authorities, and commissions frequently.
3. Supervises all City employees, either directly or through department heads.
4. Prepares the annual budget, administers fiscal policy, and oversees financial activities. Ensures the proper administration of the budget, and keeps the City Council fully apprised of the City's financial condition and future needs. Presents budgetary reports and information to the City Council.
5. Represents the City to the media and at meetings and conferences. Presents the official City position on a variety of issues and acts as spokesperson for the City.
6. Establishes a proactive approach to public relations through contacts with citizens and community groups and participation in civic activities. Responds to inquiries, resolves citizen complaints and recommends remedial action.
7. Coordinates City operations with other governmental agencies to reduce duplication of effort, increase efficiency and maximize the availability of services.

8. Reviews and approves contracts and agreements negotiated on behalf of the City. Enforces the terms and conditions of all contracts to which the City is a party. Supervises special projects and ensures work is completed according to specifications.
9. Manages, supervises, and coordinates overall long range planning, strategic plans, public improvements, and general operations to achieve established goals for community development, economic growth, land use and related issues.
10. Represents and advances the interests of the City through participation and leadership in various local, state, regional and other organizations, including lobbying and advocacy efforts. Monitor current and proposed legislation and keeps council apprised of potential developments and impacts.
11. Keeps abreast of professional developments, new techniques, and current issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
12. Performs related work as required by the City Charter, City Council, or operational needs.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Master's Degree in public administration or a related field.
- Seven or more years of progressively more responsible municipal management experience as an assistant and/or city manager.
- ICMA credential strongly preferred.
- A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Thorough knowledge of the laws, ordinances, and related legislation pertaining to municipal operations, budgeting, authority, and public information.
- Thorough knowledge of the professional principles and procedures of public administration.
- Considerable knowledge of municipal financial and personnel management, contract negotiation and economic development.
- Knowledge of public relations practices and marketing.
- Skill in compiling and evaluating complex data and formulating policy and service

recommendations.

- Skill in managing diverse programs, services, and personnel.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to effectively communicate and present ideas and concepts orally and in writing, and make formal presentations in a public setting.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with citizens, elected officials, employees, other governmental agencies, and other professionals.
- Ability to critically assess situations and solve problems, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to attend meetings outside of normal business hours.
- Ability to travel to various locations within the City.

Physical Demands and Work Environment:

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.

This position regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, and move around the office or travel to other locations.

An employee in this position is also required to occasionally work outside the office at field sites, and travel to other locations.