

CITY OF BELLEVILLE CITY MANAGER DUTIES AND RESPONSIBILITIES

The City Manager is appointed by the City Council and is the City's chief administrative officer. The Manager is responsible for implementing city policy as determined by the City Council, providing oversight to day-to-day operations and leadership for the various City departments, and representing the City to the community and other agencies and groups. The City Manager is responsible for the City's financial and budget management.

Areas of Responsibility Include:

General Administration

The City Manager supervises department heads and develops and administers employment policies according to statute and contract regulations.

Personnel/Labor Relations

The City Manager evaluates department heads and provides oversight of personnel issues including employee development and contract relations and negotiations.

City Council Relations

The City Manager keeps the City Council accurately informed on issues. The City Manager researches and prepares agenda items for the City Council meetings and attends all meetings of the City Council.

Community Relations

The City Manager interacts with the residential, business and educational communities, and other groups, to exchange information regarding their needs, the City's needs, and available resources to meet those needs.

Governmental/Agency Relations

The City Manager's Office works interdepartmentally and in consortium with other municipalities and agencies to develop and administer City policy/programs.

Budget Administration

The City Manager generates and prepares the City's annual budget for the City Council. The City Manager assesses the City's financial status and confers with the community, elected officials and employees regarding issues.

Community Planning and Recreation

The City Manager serves in a professional staff capacity for the Planning Commission and the Parks and Recreation Commission.

City Manager Description of Duties:

The City of Belleville is a beautiful lake community located in the heart of southeast Michigan. Belleville has a commitment to its family community, business recruitment/retention, economic development, and providing high level customer service. The City of Belleville offers an excellent opportunity for an energetic, hands-on administrator with a desire to be involved in every aspect of local government. The City is ready to work with its next Manager to continue its forward momentum with the new Library, development in its downtown and a newly passed public safety special assessment. The City of Belleville desires applicants that are well versed in all municipal operations with the ability to offer exemplary customer service to the Belleville Community. Ideal candidates will have strong organizational skills, be self-motivated, and highly visible within the community.

The City of Belleville is governed by its local Charter, with City Council delegating duties to the City Manager. The Mayor and City Council have staggered terms and are elected at large every two years. The City Manager directs and coordinates the activities of the various City departments; advises the Mayor and Council on City operations and programs recommends policies, programs and operating procedures to the Mayor and Council.

The City Manager attends council meetings and serves various boards and commissions. The City operations include, building/planning, clerk/treasurer, finance, fire, police, public works (streets, parks, water distribution, storm water) and administrative services. The City has number here full-time employees, represented by three (3) labor unions and a Civil Service Commission.

The City has a strong financial position and a solid fund balance. Through a previous election, a public safety special assessment was passed to assist in meeting capital needs. The City is most interested in individuals who have strong knowledge of local government issues, including a proven track record in administration, finance, economic development, business recruitment and retention. Candidates must have the ability to communicate with elected officials, staff and the public in a trustworthy and ethical manner. Candidates must possess strong financial management abilities with emphasis on long range planning, revenue enhancement, capital improvement, grant writing/administration and budget development and administration.

Knowledge of modern policies and practices of public administration, municipal finance, human resources, public works, public safety and economic development are vital for success in this position. Ideal candidates will have experience in leading similar organizations and a track record of effectively collaborating with community partners. Individuals are encouraged to apply who can think strategically and remain focused on the city's long-term goals, while being willing to be innovative to address the changing needs of the city. A team-oriented leadership style with knowledge of and practice in collaborative management concepts and principles using innovative strategies, practices, and techniques. A creative, problem-solving approach with strong follow-through and well developed interpersonal and oral/written communication skills and a strong commitment to community. Skill in facilitating communication among individuals with different opinions is highly valued and critical for success.

Requirements:

Bachelor Degree in Public or Business Administration or similar field of study.

Master of Public Administration (MPA) or Master of Business Administration (MBA) preferred.

Five or more years of progressively more responsible municipal management experience as a City Manager, department head or the equivalent.

Candidates with comparable professional experience and/or education are encouraged to apply.

City offers a competitive compensation package, starting salary is dependent on qualification and experience (DOQE).

Salary Range: \$84,000 - \$94,000

How to Apply:

Candidates shall submit a letter of interest and a resume which demonstrates how they meet the qualifications of the position.

Submittals shall be addressed to City Clerk at 6 Main Street, Belleville MI 48111 or via email at clerk@bellevilleonthelake.com.

The city will be accepting Applications until the position is filed. Applicants meeting the described qualifications will be contacted to schedule an interview.

Any questions should be directed to the City Clerk, Briana Hootman, at (734) 697-9323 ext. 7010