

CITY MANAGER, CITY OF MONROE, MONROE, MICHIGAN

The City of Monroe is located along the banks of the River Raisin and Lake Erie in Monroe County, Michigan. Serving as the governmental seat for the County of Monroe, the historic small-town character is apparent in the land development patterns, the tourism development, and residential neighborhoods. Downtown Monroe is home to the Monroe County Museum, the River Raisin Centre for the Arts, the Monroe County Labor History Museum, the Dorsch Memorial Library, and wonderful dining, shopping, and entertainment venues. The highway, railway, and port infrastructures provide a variety of commercial, residential, industrial, and office uses and many future development possibilities.

The City of Monroe is seeking candidates who have a strong educational background, a commitment to the profession, and senior executive experience in a comparable-sized municipality with a community character similar to Monroe. The City Manager is appointed by the City Council and functions as the Chief Administrative Officer of the City ensuring that all laws and ordinances within the jurisdiction are enforced. Through a shared leadership approach, the City Manager supervises all Department Heads and maintains a collaborative relationship with the elected Clerk-Treasurer to support effective operations of the Clerk-Treasurer Department.

Responsibilities:

- Is the chief administrative officer, supervises all aspects of City operations on a day-to-day basis, implements City policies, and performs the work set forth by the Council.
- Leads the staff community of the City through ongoing communication, motivation, supervision, and results-driven future planning.
- Recommends policies, goals, strategies and programs to the City Council throughout the strategic planning process and monitoring cycle.
- Forecasts operational challenges and responds with specific, preventative action plans.
- Initiates research, studies and monitors operations to ensure that result-oriented planning is facilitated and that services are provided in an efficient, timely, and friendly manner.
- Supervises the projection, development, and administration of the budget in cooperation with the Finance Director.
- Conveys the official position of the City at meetings, conferences, state and federal legislative forums, governmental agencies and community functions, and media outlets.
- Communicates with residents, partners, and the general citizenry on policies, services, and remedial actions as needed.
- Advises and assists in negotiations, departmental organization, employee selection, evaluation, recognition, discipline, discharge, and other operational and staffing matters in cooperation with the Human Resources Director.
- Supports the creative development and sustainability of economic development projects, capital improvement programs and all other City initiatives and determines the appropriate financing mechanisms for such efforts.
- Engages in educational opportunities, professional organizations, community conversations, and all legislative matters that impact the City.

Candidate Profile:

Successful candidates will possess and demonstrate the following key characteristics:

Visionary

sees and communicates a bigger context than the situation at hand and how incremental steps grow complex development

Service-Centered

orientation toward what is best for our residents and partners

Communicator

diplomatic, persuasive, clear and concise

Shared Leadership Style

honors and grows expertise and leadership in others

Municipal Proficiency

understands the concepts and tools needed to successfully operate a city

Systemic and Routine

builds predictability, reliability, and tradition

Collaborator

consensus builder, yet able to declare direction

Relationship-Centered

grows partnerships with council, neighborhood communities, local organizations, businesses, employees and residents

Strategic

has forethought and planning in their approach to making decisions

Creatively Resourceful

leverages resources, relationship, time, and staff in both traditional and unique ways to advance progress

Creates Inclusiveness and Belonging

assesses gaps in representation, voice and/or resources for all populations within the City and designs plans to narrow and close them

Inspirational

instills pride of place, community, and all of the good to come

Qualifications:

- Embodies a very high standard of professionalism, ethics, and integrity.
- Possesses a Master's Degree in Public or Business Administration, or a closely related field (preferred).
- Local government executive management experience preferred.
- Proficient in various municipal government functions including public safety, financial management, community development, engineering, public works, economic development, civic engagement, etc.
- Presents in a diplomatic and inspirational style while using strong communication skills.
- Available to work evening and weekend hours as City activities require.

Benefits:

- Health insurance
- Dental insurance
- Health savings account
- Life insurance
- Paid holidays
- Paid time off
- Defined contribution retirement
- Vision insurance
- Other benefits as negotiated

Schedule:

Monday-Friday days; extended evening/weekends hours as operationally necessary.

Salary:

\$140,000.00 - \$160,000.00 per year commensurate with experience and education.

Residency Requirement:

Must reside within 20 miles of the City of Monroe preferred (transition timeline negotiated)

Physical Requirements 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. While performing the duties of this job, the employee regularly works both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read the regular and small print, view and produce written and electronic documents and enter data on a computer keyboard. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. The noise level in the work environment varies from quiet to loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Process to Apply

Interested candidates may visit the City of Monroe website at: www.monroemi.gov

City Manager Application Process:

A complete application for the City of Monroe, City Manager position will include a cover letter of interest, resume with salary history, professional references, and three video responses to the following:

- 1. Please discuss how your strengths, experiences, and education align with the City Manager candidate profile. Include examples from your career and decision-making that demonstrate this alignment.**
- 2. Please explain your leadership philosophy. How does this philosophy show up as you work with your direct reports? What coaching and mentoring techniques do you employ on a daily basis?**
- 3. Why did you decide to apply for this position? What do you hope to inspire and accomplish in the City of Monroe?**

Questions may be directed to Dr. Julie M. Everly, Director of Human Resources at julie.everly@monroemi.gov or 734.384.9173

The application deadline is **Monday, February 13, 2023 at 4:00 p.m.**

The City of Monroe is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, age, sex, religion, national origin, citizenship, marital status, veteran's status, disability, genetic information, or any other personal characteristic protected by law.