

City of Wakefield, Michigan City Manager Executive Search

Location

Wakefield is a city of 1,709 residents and is located in Gogebic County at the western-end of Michigan's beautiful Upper Peninsula. Wakefield is situated around Sunday Lake, with an estimated 3 mile radius and covers approximately 8.59 square miles.

The hills and valleys of Wakefield and the surrounding area provide beautiful vistas, cascading rivers, Lake Superior and endless recreational opportunities. From skiing, snowmobiling, mountain biking, hiking, camping, boating and fishing at Sunday Lake are all available for you to experience.

City Organization

Wakefield was incorporated in 1919 and is a home-rule city with a Council-Manager form of government. The five council members serve two-year terms with elections held every odd year. The Mayor is selected by the Body and is typically the person receiving the highest number of popular votes.

Position Requirements. Qualified candidates should have:

- * A minimum education of a Bachelor Degree in Public Administration or equivalent management experience in a related field.
- * Three years of City Manager or Assistant City Manager experience in a similar or larger community is desired.

Candidates with a comparable combination of municipal or private sector experience will also be considered.

The City Manager is responsible for managing the day-to-day operations of the city and reports directly to the City Council. The ideal candidate is a consensus builder, with strong character and personal integrity, and possesses the following desirable skills, abilities and experiences:

- * Excellent oral and written communications skills with the ability to communicate openly and transparently with the City Council
- * Effectively translate City Council directives to city staff and ensure implementation in a timely and effective manner
- * Understands and respects the roles of the City Manager and City Council and provides expert advice by offering ideas, options and recommendations during the study phase of policy and program development
- * Excellent political instincts and the strength of professional convictions to advise the City Council when they believe the Council is heading in the wrong direction

- * Is a forward-thinking leader with the ability to motivate Council, staff and others to develop new initiatives and innovative ways of looking at problems and arriving at solutions
- * A reputation for ethical behavior in all dealings within and outside the organization
- * Constantly displays strong leadership, management, administrative, organization and process improvement skills. Leads by example treating all people equally and fairly
- * Is a "people person" who can relate to all persons within the organization and community and is comfortable talking to and listening to a wide range of people; seeks input and suggestions on issues and programs
- * Possesses a good working knowledge of municipal finance and budgeting with a strong record of finding ways to maintain a high level of services to the community in difficult economic times and declining budgets
- * Supports and actively participates in continuing education for themselves and employees in order to keep abreast of innovations and trends in municipal management
- * Successful personnel management and labor relations experience, contract negotiation skills
- * Experience in working with local, state and county economic development agencies, and has the ability to develop long range capital improvement and economic development plans for the City - including identifying and applying for alternative sources of funding
- * Experience with local and regional electric, water and sewer utilities and authorities, zoning laws and blight control
- * Understands the principles and best practices of financial management, municipal organizations, public administration, leadership development, executive coaching and change management
- * Is enthusiastic about the position and the community and demonstrates that through a willingness to participate in community organizations and civic affairs

Specific Job Requirements

- * Administer the day to day operations of the City
- * Plan, coordinate and administer programs, inter-service area projects, contracts, events and studies
- * Plan, administer and evaluate management programs and policies related to the City Manager's office
- * Lead, direct and supervise employees and ensure timely completion of related work

- * Develop proposed annual budget in-conjunction-with department heads and staff and present to the City Council as directed by the City Charter. Monitor and control receipts and expenses
- * Direct department heads and staff in establishing reporting procedures
- * Attend all meetings of the Council with the right to take part in all discussions, but without the right to vote
- * Represent the City on appropriate boards, committees, and authorities
- * Recommend to the Council actions to improve the City or its services
- * Furnish the Council with information regarding City affairs and prepare and submit such reports as may be required
- * Address concerns of citizens and others relating to City policy and services
- * Retain all project records related to internal and external projects
- * Perform such additional duties as directed by City Council

Application Process

Apply by 3:00 p.m. (cst) on November 7, 2018 with cover letter, complete resume, salary history and five each employment and personal references to:

City of Wakefield
Attn: City Clerk
509 Sunday Lake Street
Wakefield, MI 49968

Or email to: clerk@cityofwakefield.org

All finalists will be subject to a complete background examination, including criminal history, credit history and driving record.

Applicants desiring confidentiality of their interest, as authorized by Michigan law, should indicate such in a separate subject line above the body of their cover letter.