

## **City Manager – Harper Woods**

Department: Administration

Division: All

Supervisor: **Mayor and City Council**

Salary: DOQ

Status: Contract

### **Requirements:**

The ideal candidate must have a Master's degree in either public administration, public policy, or a combination of equivalent education and experience.

Previous experience in executive management and leadership; previous experience as a City Manager or other related high level municipal experience preferred.

Proven ethical and leadership skills

Ability to establish productive and amicable working relationships with City Council, staff, project stakeholders, city vendors and community residents.

Professional experience with the principles, practices and administration of municipal finance and budgets.

Experience with collective bargaining negotiations and administration of union contracts.

Familiarity with Open Meetings Act and Freedom of Information Act.

Additional licenses and certifications as determined by the Mayor and City Council.

### **General Purpose:**

The City Manager is the Chief Administrative Officer for the City and will provide executive leadership and representation of Harper Woods city government. The duties and responsibilities of the City Manager are determined by the Mayor and City Council in compliance with City Charter, State and Federal statutes.

### **Responsibilities:**

- Establish and maintains cooperative working relationships with the Mayor and City Council, government officials, community groups, media representatives and the public.
- Develop agendas for all City Council meetings, including special meetings and attends all City Council meetings.
- Updates the Mayor and City Council, regarding all city matters, on a weekly or other agreed upon basis.

- Works closely with all city department heads, including the city attorney to properly develop, manage and administrate budgets, finance & legal matters, public safety concerns and city public works and operations.
- Manages according to City Charter, ordinances, and adopted resolutions.
- Responds to resident complaints, inquiries, emails and other communications in a timely manner.
- Maintains professional development of self and city staff
- Stays abreast of social, political, economic and municipal trends.
- Represents city in an ethical and responsible manner.

*This Job description statement is intended to describe the general nature and level of work being performed by the employee assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required*

**Please direct all applications to:**

City of Harper Woods – City Clerk  
19617 Harper Ave.  
Harper Woods, Michigan 48225

Or by email to: [lfrank@harperwoods.net](mailto:lfrank@harperwoods.net)