

STATE OF MICHIGAN
CITY OF ECORSE, WAYNE COUNTY, MICHIGAN

EMPLOYMENT OPPORTUNITY - CITY ADMINISTRATOR POSITION

TITLE: City Administrator

STATUS: Exempt

DEPARTMENT: Administration

**SALARY: 80,000-95,000
depending on qualifications**

DEADLINE FOR APPLICATIONS: August 19, 2014

POSITION SUMMARY

The City of Ecorse is located in southeastern Wayne County, Michigan and is bordered on the East by the Detroit River. In October of 2009, Governor Snyder appointed Ms. Joyce Parker as Emergency Financial Manager (EFM) and later Emergency Manager (EM) to manage the City. The position of City Administrator was created by order of the Emergency Manager on April of 2013, Ms. Parker advised the Governor that her services were no longer needed and recommended the appointment of a Receivership Transition Advisory Board (RTAB) to oversee the City's financial obligations while the emergency continues.

The appointment of the City Administrator will be by the City Council subject to confirmation by the Receivership Transition Advisory Board (RTAB). Compensation and Benefits shall be determined at the time of the appointment, subject further to the approval of RTAB.

The City Administrator shall be the chief administrative officer of the City. He/She shall be responsible for the direction and oversight of all City Departments and all city functions. The performance of all duties and responsibilities of the position must be in compliance with the Executive Orders of the Emergency Manager dated April 25, 2012 identified as Order No. 78, and October 22, 2012 identified as Order No. 82, as well as the provisions of the City Charter.

All candidates are required to consent to a criminal record check and background investigation to determine fitness for employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

It shall be the primary duty and responsibility of the City Administrator to comply with all state direction and directives during the transition period to full restoration of all duties and responsibilities to the City Council and the City of Ecorse by the State of Michigan. It shall be the further duty of the City Administrator to ensure that the City of Ecorse is in compliance with the City Charter and all applicable County, State, and Federal laws.

In addition to the foregoing, the City Administrator shall have the following additional duties and responsibilities:

1. The City Administrator shall be responsible for the day to day operation of the City and is in charge of City Employees with responsibility for the direction, supervision, training, hiring, firing, and disciplining of all non – elected City Employees.
2. The appointment and termination of the Department Heads are the responsibility of the City Administrator after conferring with the City Council and the Receivership Transition Advisory Board.
3. The City Administrator shall be the primary spokesman for the Administrative Branch of the City. The City Administrator shall be the primary contract between the Mayor and Council and the city employees.
4. The City Administrator, in cooperation with the City staff and elected official is responsible for the implementation, oversight and compliance with the City’s current budget, and the development, implementation, oversight and compliance of a new five year budget which shall be subject to the approval of the City Council and the Receivership Transition Advisory Board.
5. The City Administrator shall be responsible for, and shall administer all City Benefit programs for both active and retired city employees, shall oversee, administer and direct negotiations of union labor agreements, and shall investigate and respond to all grievances, complaints of discrimination, and related labor issues as they shall arise. Labor agreements are subject to confirmation of the Receivership Transition Advisory Board.
6. City Administrator, in cooperation with the City Council, Administrative Staff, and related Boards, Commissions, and advisory groups City Administrator, shall update and develop City Policies and Procedures to improve the efficiency and economy in the operation of the governmental activities of the City of Ecorse. The City Administrator shall further coordinate efforts for long term planning including the reuse of vacant land, encouragement of current business and industrial operations, attraction of new businesses and industry and the improvement of the residential areas of the city.
7. City Administrator shall have oversight of all purchasing of goods and services of for use for all city functions and operations. The City Administrator shall recommend policies and procedures related to the purchasing process which enhance the efficiency of the process, assure competitiveness among vendors, and assure the quality of the goods and services acquired by the city.
8. City Administrator shall ensure compliance with state and federal laws, as well as all municipal polices for the bidding and administration of all capital improvement projects undertaken by the city and to assure that all such projects

are carried out in a fair, equitable and unbiased, efficient and productive manner consistent with those policies.

9. City Administrator shall work in cooperation with other local municipalities, County government, governmental authorities and agencies, as well as the State of Michigan and the Federal government and their respective agencies, community groups within and without the city for the purpose of exploring all potential means of securing additional financial resources for the City of Ecorse through cooperative efforts in the form of grants, low interest loans, and the contribution of other resources.
10. The City Administrator shall have the responsibility to direct preparations for and shall coordinate with the appropriate city departments for the conduct of an independent annual audit which complies with the laws of the State of Michigan. The audit report shall be completed and submitted to the Department of Treasury of the State of Michigan in a timely fashion. Copies of the Audit and Audit Notes shall be provided to the Receivership Transition Advisory Board, the Mayor and City Council and shall be made available to the citizens of the City of Ecorse and the public at large.
11. City Administrator shall perform such other duties and responsibilities as requested by the Receivership Transition Advisory Board, and by the Mayor and City Council.
12. The foregoing list of duties and responsibilities of the position is intended to be illustrative of the requirements of the position and not exclusive. Significant duties and responsibilities of the position are set forth in the Orders of the Emergency Manager identified above. To the extent that any duty listed herein shall be in conflict with those orders, the Emergency Manager's Orders shall have precedence. Copies of the specific orders can be obtained as indicated below.

PREFERRED EDUCATION and/or EXPERIENCE

1. A MINIMUM of a Bachelor's Degree (Master's Degree in Public Administration preferred), in Public Administration, Business Administration, or other closely related field with a substantial concentration in finance and accounting.
2. A MINIMUM of five years of experience with management responsibility as a city administrator, city manager, assistant City Manager, or department head of a substantial municipal department in one or more communities having a council/manager form of government.

3. A strong preference will be given to a candidate with experience in working with an Emergency Manager, a Receivership Transition Advisory Board, or a fiscally distressed community.
4. A demonstrable ability to work cooperatively with persons from varied and different backgrounds, including the Mayor, Council, Department Heads, Employees, citizens and others having business with the City.
5. The City Administrator must have a valid Michigan Driver's License and provide evidence of the lawful ability to be employed in the United States.
6. The successful candidate will be required to meet and consult with representatives of the Michigan Department of Treasury and the Receivership Transition Advisory Board prior to assuming the duties of the Office of City Administrator.

EXPERIENCE KNOWLEDGE AND SKILL

1. The City of Ecorse is facing a wide range of issues related to municipal governments, included outdated policies, procedures, Charter provisions and Ordinance issues all of which appear to impact the responsibility areas of the City Administrator. The City Administrator should have a vast knowledge of statutory requirements related to finance, payroll oversight. Municipal government, capital improvement projects, labor relations and economic development, grant writing, administration and government relations and cooperation.
2. The successful candidate should have knowledge of municipal authorities, municipal cooperative ventures and the functioning other forms of cooperative operations between municipal and county governmental agencies for the purpose of improving efficiency and economy of governmental operations.
3. The ability to relate in a positive manner with the Mayor, City Council, Department Heads, Staff, Employees and the public.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position of City Administration is an executive position generally considered sedentary in nature. The physical demands of the position are those that are necessary to perform the essential functions typical of a City Administrator position which includes activities both within the executive offices and municipal buildings. The position also occasionally requires working at outdoor work sites, and at other building locations. REASONABLE ACCOMMODATION MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THESE ESSENTIAL JOB FUNCTIONS.

1. **Environmental** – tasks are performed both inside an office and outside exposed to environmental conditions.
2. **Mobility** – Sitting, standing, walking for prolonged periods of time, extensive use of computer keyboard.
3. **Vision** – Vision acuity to read lengthy documents, numerical figures on spreadsheets and the like, and the ability to see distant and close objects.
4. **Hours of Work** – this is an executive position requiring long work hours and includes working evenings and weekends. The City Administrator may be required to travel within and without the City boundaries for City business or to attend meetings.

ADDITIONAL INFORMATION

The job description and the duties and responsibilities of this position should be considered illustrative of the position for which you are applying. Additional duties and responsibilities are set forth in the Orders of the Emergency Manager, the City Charter, ordinances and municipal policies. Prospective Applicants should visit www.ecorsemi.gov.

THE CITY OF ECORSE IS COMMITTED TO HIRING AND RETAINING A DIVERSE WORKFORCE. WE ARE PROUD TO BE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION-EMPLOYER, MAKING DECISIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, MARITAL STATUS, NATIONAL ORIGIN, AGE, VETERANS STATUS, DISABILITY, OR ANY OTHER PROTECTED CLASS. FOR OUR COMPLETE EEO/AA STATEMENT, PLEASE VISIT www.ecorsemi.gov.

Resumes should be sent to City Clerk, Dana Hughes, 3869 West Jefferson, Ecorse, Michigan, 48229, or dhughes@ecorsemi.gov