

Position: City Manager

Employer: City of Williamston

Population: 3,819

Compensation: Salary is negotiable DOQ/E, plus benefits

Closing Date: November 1, 2021

To Apply: Provide cover letter, resume, five employment references, and copies of any licenses/certifications to City Clerk, 161 E. Grand River Ave., Williamston, MI 48895, or by e-mail to [cityclerk@williamston-mi.us](mailto:cityclerk@williamston-mi.us).

Description: The City of Williamston, located in northeast Ingham County, is seeking a professional City Manager to serve as chief administrative officer.

- 1) The City Manager shall be appointed by the Council, shall be the administrative agent of the Council, shall be vested with the administrative powers of the city granted to him by this charter, and shall perform the duties of that office under authority of, and be accountable to the Council. He shall serve at the pleasure of the Council. To be eligible for appointment as City Manager, a person must have had training for or previous experience in city, public, or business administration.
- 2) As the chief administrative officer of the city the City Manager shall:
  - a) Be responsible to the Council for the conduct of the administrative functions and business of the city;
  - b) Appoint such of the administrative officers subject to confirmation by the Council;
  - c) Supervise and coordinate the work of the administrative officers and departments of the city;
  - d) Prepare and submit to the Council the annual budget proposal of the city, together with supporting information in explanation thereof;
  - e) Establish and maintain a central purchasing service for the city;
  - f) Supervise and coordinate the personnel policies and practices of the city;
  - g) Keep informed and report to the Council concerning the work of the several administrative officers and departments of the city, and, to that end, he may secure from the administrative officers and department heads such information and periodic or special reports as he or the Council may deem necessary;
  - h) Recommend to the Council measures relating to the needs and development of the city;
  - i) In case of conflict of authority between officers and administrative departments, or in case of absence of administrative authority, occasioned by inadequacy of charter or ordinance provisions, resolve the conflict or supply the necessary authority, so far as may be consistent with Law and the ordinance of the city, and direct the necessary action to be taken in conformance therewith, making a full report to the Council at its next meeting;
  - j) Exercise and perform such further powers and such additional administrative duties as the Council may see fit to delegate to him, including duties hereinafter imposed on the Clerk, under paragraphs (f), (g), (h), (i), and (j), of [Section 6.4](#) of this charter.

Ideal candidate should have a minimum of 3-5 years of local government leadership experience.