



AN EXCITING OPPORTUNITY TO APPLY FOR THE POSITION OF

# CITY MANAGER



## The Position

The city of Owosso, located in lower Michigan about 20 miles east of Lansing/East Lansing, 20 miles west of Flint, and 60 miles northwest of the Detroit metropolitan area, is seeking an experienced and effective professional city manager. Owosso is the economic center of Shiawassee County. Owosso's immediate benefits are its high quality of life, small-town charm, safe neighborhoods, excellent schools, vibrant downtown, and a low cost of living. The community includes Baker College, Memorial Healthcare and a diverse industrial base. This vibrant and diverse community is known for its excellent public schools, community-wide events, parks and preserves, and well-maintained infrastructure. Owosso has an inclusive and progressive government with stable leadership and an engaged community. The city covers an area of approximately five square miles with a population of 15,179 (2010).



The city manager is appointed by and is responsible to the city council for the supervision, direction, and administration of all departments, agencies, and offices. The city manager is responsible for making recommendations to the city council concerning the affairs of the city and facilitating the work of the city council in developing policy, preparing and submitting the annual budget, and assisting the city council in the development of long-term goals for the city and strategies to implement such goals. The city manager is also responsible for encouraging and providing staff support for regional and intergovernmental cooperation and promoting partnerships among city council, staff, and citizens in developing public policy and building a sense of community.



The city manager directly supervises the following department managers: assistant city manager/community development director (planning, zoning, assessing and code enforcement); public services director (streets, parks, water and wastewater); public safety director (fire, police and emergency medical); finance director; and human resources director. The city manager also works regularly with the director of the Owosso Downtown Development Authority (Main Street) and the Shiawassee Economic Development Partnership. The city provides regional water and wastewater services through intergovernmental agreements, participates in an airport authority, and is a member of the I-69 International Trade Corridor Next Michigan Development Corporation.



## Form of Government

Owosso operates under the council-manager form of government. A seven-member elected city council functions as the legislative and policymaking body, and an appointed city manager serves as the chief executive officer responsible for overseeing the day-to-day operations of the city. The city council is elected biennially on an at-large basis. Councilmembers elect one member to serve as mayor and another to serve as mayor pro tem. The mayor and the mayor pro tem retain full voting privileges.

Owosso adopted the council-manager form of government in 1964 and has employed only five full-time city managers since then. The position is open because the current city manager is retiring.

## The Organization

The city has 88 full-time employees and 28 part-time employees. The 2017-18 budget includes the general fund of \$7,409,531; street funds of \$2,000,000 (excluding \$10,000,000 bond issue); and regional water and wastewater utilities budgets of \$4,700,000 for operations and \$3,000,000 for capital.



## Requirements

The position requires a bachelor's degree and five years' progressively responsible experience in local government, including supervision and executive level management (manager/administrator, assistant manager/administrator, or key department director). Preferred qualifications include a master's degree in public administration or a closely related field. Strong fiscal management, labor relations, economic development, and regional and intergovernmental expertise are also preferred. The selected candidate must have a valid driver's license and will be



subject to a complete background check and pre-employment drug screening.

## The Ideal Candidate

Owosso's next city manager will be a respected, hardworking, and ethical local government management professional. He or she will be an effective listener and communicator comfortable speaking with all audiences, including residents, business owners, employees at all levels, and the media. The city manager will be an approachable leader with a track record of community engagement and skilled at building partnerships with government, education, private, and nonprofit organizations to achieve community goals. The city manager will be an apolitical, diplomatic, and trusted leader, able to negotiate with outside entities on behalf of the city. The ideal candidate should be confident in his or her abilities but also able to positively receive constructive criticism. He or she will be financially and politically savvy and open to ideas from staff, residents, and elected officials that will help the city deliver high-quality services within its financial constraints. The city manager will be able to balance competing interests and help the council distinguish between the wants and needs of the community, identify short-term and long-term implications of decisions, and help bring consensus and focus on priorities. The ideal candidate will support a family-friendly culture and empower and mentor staff to ensure the long-term success of the city. The city manager values innovation and professional development personally, for the staff and for the organization.

## Compensation

The expected salary range is \$100,000 +/- depending on experience and qualifications, with an excellent benefit package including medical, dental, vision, life insurance and retirement plan.

## How to Apply

Resumes will be accepted electronically or by mail. A request for early confidentiality under Michigan law may be requested. Applications should include a cover letter, resume, and a list of 3-5 professional references. Mail to Jessica Unangst, Human Resources Director, City of Owosso, 301 W. Main Street, Owosso, MI 48867; email to [jessica.unangst@ci.owosso.mi.us](mailto:jessica.unangst@ci.owosso.mi.us); or fax to (989) 725-0526. Open until filled, with first review of applications November 3, 2017.

