

# CITY ADMINISTRATOR

**Employer:**

City of Gibraltar

**Population:**

4,997

**Compensation:**

Salary – DOQ

Full medical benefits: 80/20 plan (BCBM), vision and dental insurance.

Choice of Deferred Compensation Program, if elected (MERS, Nationwide, etc.)

Health Care Savings Plan, if elected

**Closing Date:**

The City Council will begin reviewing applications beginning September 5, 2024 and will remain open until filled.

**To Apply:**

Please send a cover, resume, and professional references to:

clerk@cityofgibraltarmi.gov

*-or-*

City of Gibraltar Clerk's Office

Attn: Katie Tomasik

29450 Munro

Gibraltar, MI 48173

**Description:**

The City Administrator shall be directly responsible to the City Council and report to them regularly. Their list of responsibilities shall include, but is not be limited to, the following:

This position is responsible for the City's administration, including the day-to-day operations of the Public Works and Water Department (3 full-time employees) and the office staff (3 full-time employees). Other duties include personnel management, discharge, hiring, purchasing, budgeting, grant writing, addressing citizens' concerns, administration of contracts, interdepartmental communications, and attendance at public meetings including City Council, Planning Commission, and Downtown Development Authority. The ability to work collaboratively with local, county, state, and federal agencies on reports and projects is required. The candidate must have excellent communication skills. A Bachelor's degree from an accredited university in public administration or a related field such as finance, accounting, or business administration is preferred. The ideal candidate will have demonstrated experience as a City Manager/Administrator, Assistant City Manager/Administrator, or equivalent experience in local government, dealing with contracts, City budgets, personnel, and grant writing.

As the City Administrator, you may also have the role and titles of Downtown Development Authority Director and Department of Public Works Director.

**Additional merits that the City will look for but are not required:**

- State of Michigan S-2 water distribution license or higher, preferred, and/or willingness to obtain a State of Michigan water distribution license
- Excellent communication and interpersonal skills