

CITY OF PORTAGE, MICHIGAN

"A Natural Place to Move"

CITY MANAGER

Portage, Michigan is located in Kalamazoo County in southwest Michigan approximately half way between Chicago and Detroit at the crossroads of Interstate 94 and US-131. The City covers approximately 35 square miles and has a growing population of approximately 47,000. Portage is a community of excellent neighborhoods, outstanding schools, a vibrant and diverse industrial base and numerous shopping and recreational venues. The City has taken a progressive approach to economic development by providing unique opportunities for businesses and industries to grow. These characteristics, combined with one of the largest employment bases in the region, make Portage a very attractive place in which to live, work and learn. Unlike many Michigan governments, Portage has no legacy pension or employee health obligations and the City is currently in excellent financial condition.

The City operates under a Council-Manager form of government. The Portage City Council consists of a Mayor and six Councilmembers. Councilmembers are elected to four-year staggered terms. The Mayor is elected every two years and is the presiding officer of the Council. The Council is responsible for adopting and amending City ordinances, determining City policies and authorizing the annual City budget. The Council also determines the City tax millage and utility rates and approves contracts for the City. The City Council appoints the City Attorney and the City Manager.

As the administrative head of the government, the City Manager appoints all department heads and oversees all day-to-day operations. Portage provides a full array of municipal services including: police, fire, transportation, utilities, technology services, parks, recreation, public services, finance, purchasing, community development, employee services, city clerk, city assessor and benefit services. The City has approximately 180 full-time employees and functions on a FY 2014/2015 budget of approximately \$65.3 million of which \$23.2 million comprises the General Fund.

Portage is seeking a forthright, open and transparent City Manager with excellent interpersonal skills and a commitment to assist the City Council in establishing clear policies and setting worthwhile community goals. The new City Manager will provide effective direction, leadership and resources to staff to ensure that Council policies are implemented and goals are achieved. The new manager must have a team-oriented and collaborative style which encourages creativity and values excellence. Must build and maintain effective working relationships with the Mayor and each Councilmember, department heads, employees and the community. Please visit the City's website at: www.portagemi.gov.

Minimum requirements include a Bachelor's degree (Master's preferred) in business or public administration combined with at least 5 years of experience as a local government manager or full-range assistant in a community comparable to Portage. Critical skills include finance, budget, economic development, organizational analysis, written and verbal communications, customer service oriented, visioning and strength of both character and conviction. The successful candidate must be a superior manager and leader.

Highly competitive salary and benefits negotiable DOQ's.

Please submit your confidential resume with cover letter and current salary to:

Robert E. Slavin, President
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AN EQUAL OPPORTUNITY RECRUITER/EMPLOYER