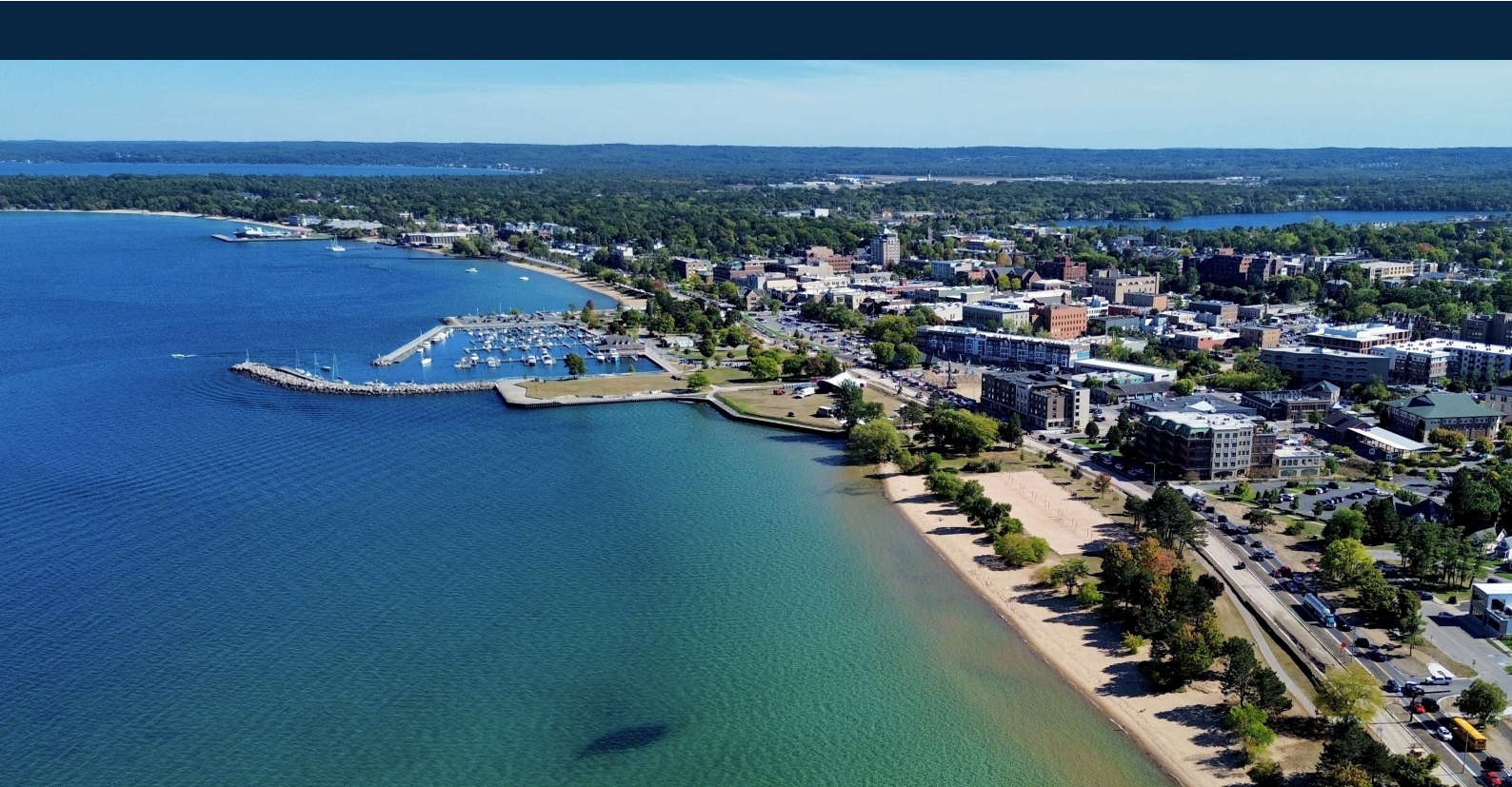


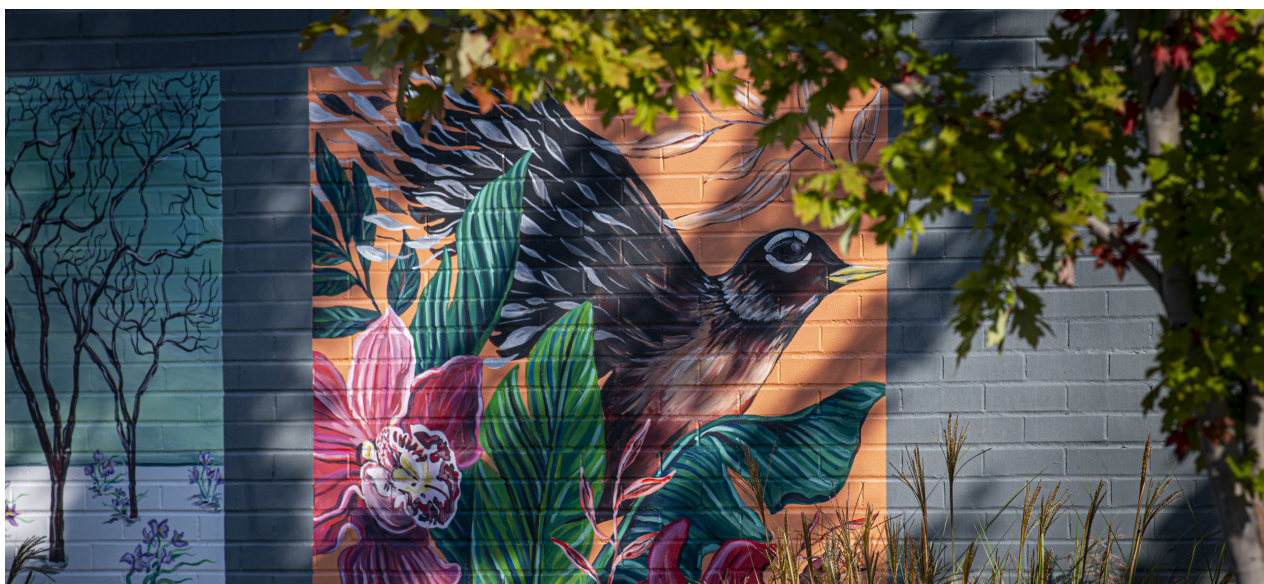


CITY OF
TRAVERSE CITY



DEPUTY CITY MANAGER

CITY OF TRAVERSE CITY, MICHIGAN



The Opportunity

LEAD | COLLABORATE | INNOVATE | DELIVER

The City of Traverse City is seeking a highly-skilled, professional, and collaborative leader to serve as its next Deputy City Manager. This pivotal executive role is responsible for overseeing the daily internal administrative operations of City departments as assigned, providing strategic leadership, serving as a trusted partner to the City Manager in executive-level organizational leadership, and ensuring the effective implementation of City policies.

As a key member of the City Manager's Executive Team, the Deputy City Manager serves as a trusted advisor and operational leader, helping guide complex municipal functions, lead cross-departmental initiatives, and implement the City Manager's vision and City Commission priorities. This role provides executive-level leadership across multiple service areas while ensuring organizational effectiveness, accountability, and innovation in service delivery.

PRIMARY AREAS OF FOCUS

- **Internal Operations:** Direct oversight of key areas including Assessing, Facilities, Fleet, Mobility (Streets, Sidewalks, Trails, Traffic Signals, etc), Municipal Utilities (Water, Wastewater and Water/Sewer Maintenance); Parks & Recreation (including marina and the Hickory Hills Recreation Area), Parking Services, Technology and others as assigned, including the Executive Coordinator in the City Manager's Office.
- **Community Vitality:** Leading impactful initiatives supporting community vitality.
- **Strategic Support:** Acting as lead designee for the City Manager on priority projects, supporting implementation of the City's Strategic Action Plan and Objectives and Key Results (OKRs), and providing executive-level leadership and support to the city employee team.
- **City Manager's Office Operational Continuity:** Serves as an empowered, executive-level liaison and partner on behalf of the City Manager; serving as Acting City Manager in the City Manager's absence.

GOVERNANCE & ORGANIZATIONAL CULTURE

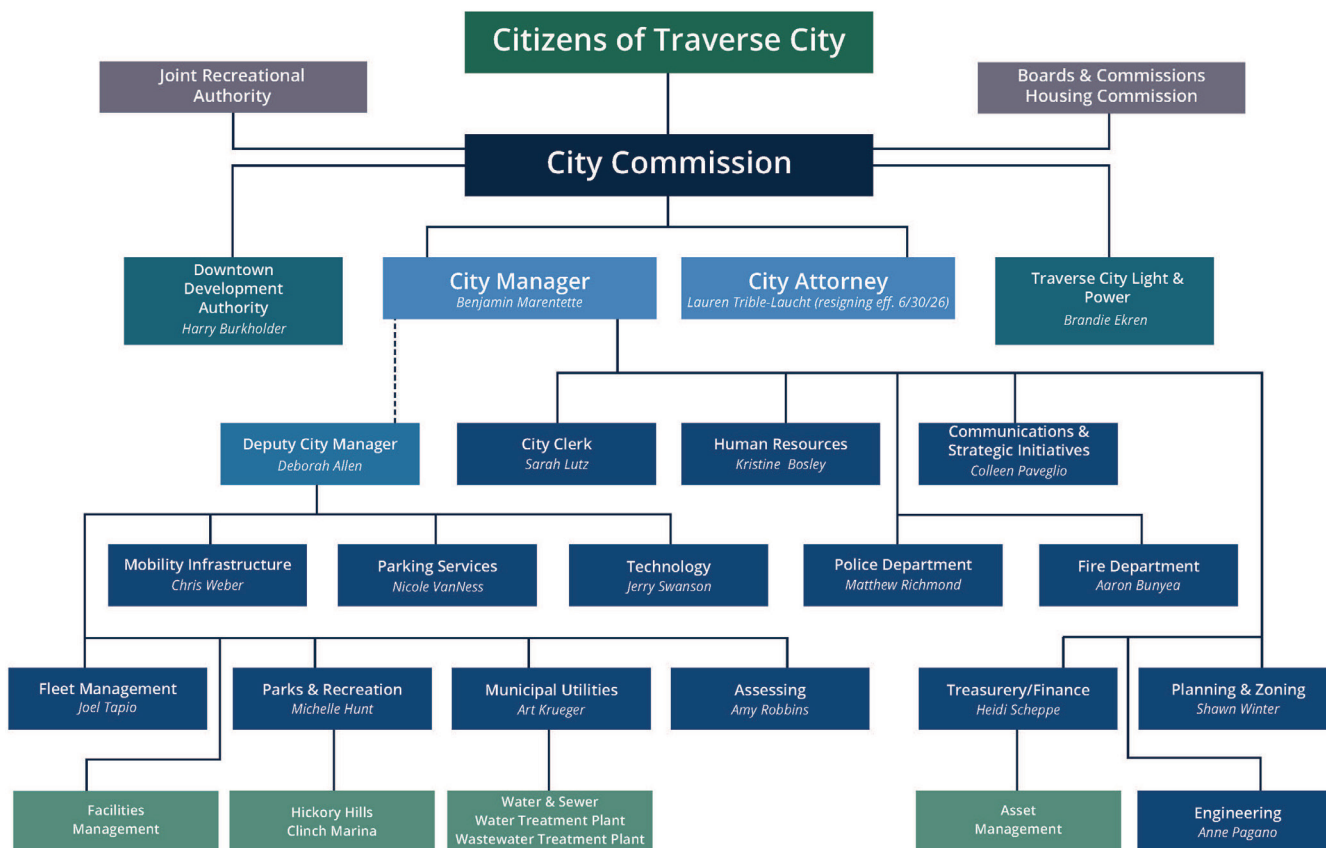
The City of Traverse City operates under a City Manager model, with strong, collaborative partnerships among the City Commission, executive leadership team, employees, labor partners, and the community. The Deputy City Manager will report directly to the City Manager and provide leadership oversight for several key service areas within the organization. An organizational chart outlining reporting relationships and responsibilities are featured below:

City Manager Benjamin Marentette has served the organization for more than two decades, providing stable leadership and maintaining unanimous support from the City Commission, strong relationships with employees and department leadership, and longstanding community partnerships throughout the region. The Deputy City Manager will serve as a strategic partner in advancing the City’s Strategic Action Plan (SAP), organizational OKRs, long-range financial planning, and ongoing organizational culture initiatives focused on innovation, accountability, collaboration, and disciplined fiscal stewardship.

Working closely with the City Manager, City Commission, Department Directors, and Human Resources Director, the Deputy City Manager will help support organizational alignment, and strengthen operational effectiveness across the organization.

The City maintains a progressive and flexible workplace culture, including hybrid work arrangements where appropriate. Relocation and housing assistance may also be available for the selected candidate.

ORGANIZATIONAL CHART



Why Traverse City

WE SERVE | COMMUNITY ORIENTED | SERVICE TO THE HIGHEST STANDARD



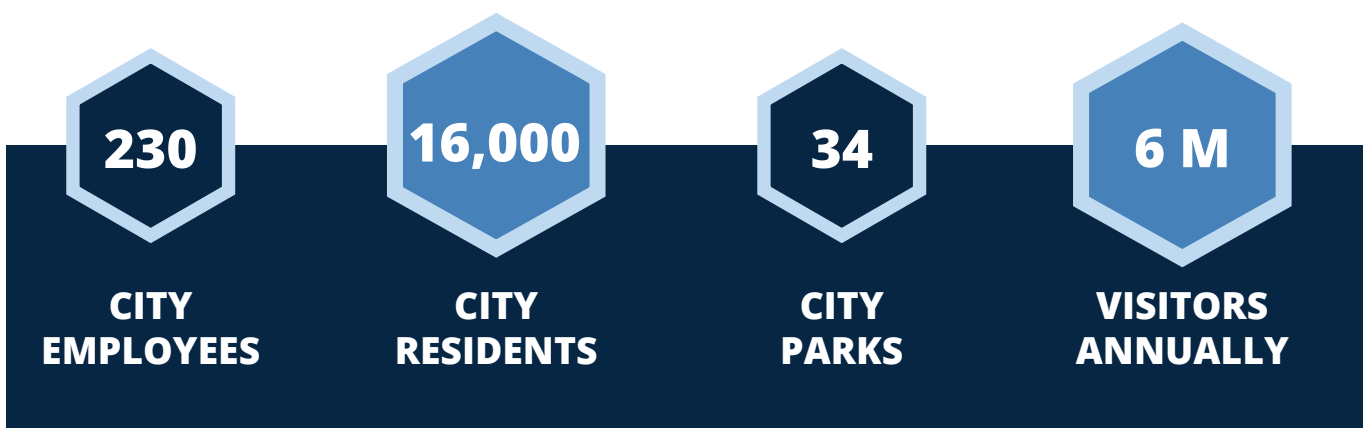
Traverse City, Michigan offers an exceptional opportunity for a leader who embodies a mindset of possibilities, seeking both professional impact and quality of life. Situated along the shores of Grand Traverse Bay on Lake Michigan, Traverse City is a four-season destination community and serves as the regional hub of Northern Michigan while maintaining a strong identity. Traverse City is connected to the world through its Cherry Capital Airport, the third busiest airport in Michigan, with direct flights to Detroit, Chicago, Minneapolis and Denver, with seasonal direct flights to cities including Boston, Tampa, Orlando, Fort Lauderdale, New York City, Dallas, Philadelphia, Washington, D.C., and Houston.

The City has a year-round population of nearly 16,000, with daytime population more than doubling, and significant seasonal population fluctuations that create a dynamic and complex municipal service environment as a highly-sought destination community. (Traverse City experiences population over several hundred thousand at different points in the summer.). As the regional hub of Northern Michigan, Traverse City offers a unique blend of small-city character, regional influence, and destination-community demands. This provides an exceptional leadership opportunity for a Deputy City Manager ready to help guide a progressive and forward-thinking organization through strategic growth, operational innovation, and long-term community investment.

QUALITY OF LIFE

Traverse City is widely recognized for its outstanding quality of life, featuring:

- Four-season outdoor recreation
- A vibrant downtown and waterfront
- A strong food scene, with nationally-recognized restaurants, wineries, breweries; and a bustling, seasonal farmer’s market and year-round markets with specialty foods
- Strong schools, healthcare, and community services
- An engaged and supportive community



The Ideal Candidate

We are looking for a values-driven professional with strong political acumen and a commitment to transparency.

QUALIFICATION SUMMARY

Strategic Executive Leadership & Municipal Administration

Proven expertise in the principles and practices of public administration, strategic planning, and organizational management. Demonstrated ability to provide executive-level decision-making and strategic leadership as a member of the City Manager's Executive Team. Capable of working independently under administrative direction to analyze organizational effectiveness and implement continuous process improvements. Nurtures an environment of openness and feedback, regardless of rank or agency; and partners with the City Manager in a way that demonstrates unqualified trust, support and alignment.

Financial Stewardship & Budgetary Oversight

Highly-skilled in municipal budgeting, resource allocation, and long-term fiscal management. Experienced in monitoring financial trends and aligning planning with strategic goals and community input. Proficient in grant research, application writing, and complex financial compliance.

Community Vitality & Economic Development

Advanced knowledge of economic development, affordable/workforce housing, and public-private partnership frameworks. Technical proficiency in municipal procedures related to building, zoning, and project management. Experienced in managing highpriority special initiatives and complex multi-stakeholder projects.

Communication & Stakeholder Engagement

Exceptional, diplomatic communicator with the political acumen required to represent the City Manager professionally in sensitive situations. Proven ability to establish collaborative relationships with elected officials, neighborhood associations, businesses, and the public.



KEY RESPONSIBILITIES



Support to the City Manager

Participate as a member of the Executive Team, fielding requests and decisions requiring executive input and providing policy-level advice. Serve as an empowered-liaison to the City Manager, providing direction to employees and making decisions on behalf of the City Manager that supports the City Manager whenever possible. Supports regional collaboration by representing the city at an executive-level, nurturing and opportunities to be interdependent as well as collaborative.

Direct Executive-Level Leadership & Support

Provides executive-level leadership and support to the following departments and others as assigned: Technology, Municipal Utilities (Water, Wastewater and Water/Sewer Maintenance); Mobility Infrastructure (Streets, Sidewalks, Trails, Traffic Signals), Fleet, Parks & Recreation (which includes Marina and Hickory Hills Recreation Area), Parking Services and the Facilities Management Division.

Grants & Funding

Coordinate citywide efforts to secure external funding; manage research, writing, administration, and financial compliance. Partners with the City Manager in advocacy for funding, including with legislators and legislative staff, congressional delegation and state and federal agencies.

Organizational Culture

Foster an inclusive, engaged, inspired and accountable culture. Partners with the Human Resources Director in supporting an organizational culture consistent with the City Manager's vision for one rooted in feedback, possibilities and innovation

Neighborhood Engagement

Oversee engagement with neighborhood associations, including the President's Counsel, to support effective communication and manage expectations.

ADA & Legislation

Serve as the City's ADA Compliance Coordinator and monitor pending legislation for impacts on municipal operations.

Financial Oversight

Assist in preparing the City Manager and City Commission budgets; analyze financial trends to align planning with strategic goals. Works in partnership with the City Treasurer/Finance Director, Human Resources Director and Director of Communications and Strategic Initiatives.

Qualifications

EDUCATION, TRAINING, & EXPERIENCE

- **Education:** Bachelor's degree in Public Administration or a related field (Master's degree highly preferred).
- **Experience:** Five + years of local government experience as a department director or within a government management office. Combination of education and experience may be considered
- **Requirements:** Establish primary residency within 30 miles of the nearest City limit within 12 months. Ability to attend evening and weekend meetings as required.

KNOWLEDGE

- Principles and practices of public administration, organizational management, and strategic planning.
- Municipal budgeting, financial analysis, and resource allocation.
- Federal, state, and local laws, regulations, and policies applicable to municipal government operations.
- Community and economic development, affordable housing, and public-private partnership frameworks.
- Grant writing, administration, and compliance requirements.
- Human resources management, employee relations, and organizational development.
- Principles of equity, diversity, inclusion, and community engagement.
- City Commission operations, parliamentary procedures, and policy development processes. Good knowledge of the procedures and practices involved in economic development, building/zoning, and project management on a municipal level.
- Knowledge of the Freedom of Information Act and the Open Meetings Act.

SKILLS & ABILITIES

- Leadership, collaboration, and executive-level decision-making.
- High-level problem-solving, critical thinking, and conflict resolution.
- Budget development and fiscal management, including long-term financial planning.
- Public speaking and presentation development tailored to diverse audiences.
- Research, data analysis, and synthesis of complex information for policy or program recommendations
- Grant application writing and reporting in compliance with applicable guidelines.
- Establishing and maintaining collaborative relationships with elected officials, community groups, businesses, and the public.
- Skill in the use of the Microsoft Office Programs, Google Suite, and BS&A Modules.
- Plan, organize, and manage multiple projects and priorities simultaneously.
- Ability to perform extensive research, compile complex data and prepare accurate records and reports, including financial analysis.
- Work independently under broad administrative direction and with minimal supervision.

Compensation & Benefits

The City of Traverse City provides a competitive executive package designed to attract top-tier talent

Pay Classification: GRADE 12

- Salary Range: \$127,094 – \$167,359, commensurate with qualifications and experience
- Salary range is anticipated to increase with a 4% adjustment as of July 1, 2026.

Comprehensive Benefits

- Comprehensive health, dental, and vision packages
- Define Benefit pension, 457(b) match, and generous paid leave
- Flexible workplace policy, with options for hybrid and flex time. The City Manager hopes for the Deputy City Manager to model utilization of this policy to encourage others to participate.
- Starting salary and Starting paid leave negotiable.

The Application Process

To be considered for this exceptional leadership opportunity, please submit your resume with references, cover letter, and salary requirements.

Email

jobs@traversecitymi.gov

Visit

traversecitymi.gov/jobs/

Mailing Address

City of Traverse City
Human Resources Office
400 Boardman Avenue
Traverse City, MI 49684



The City of Traverse City is an Equal Employment Opportunity and Affirmative Action Employer. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other protected status.