



# JOB POSTING

The City of Traverse City Office of Human Resources

Announcement No. 24-002

January 24, 2024

## ASSISTANT CITY MANAGER

### Join Our Dynamic Team in Gorgeous Traverse City!

Are you prepared to elevate your career? The City of Traverse City is actively searching for a highly motivated and experienced professional to assume the role of Assistant City Manager. Under the direction of the City Manager, this position presents a unique opportunity to contribute significantly to shaping the future of our dynamic community.

As the Assistant City Manager, you will take the lead in daily administrative operations, offering strategic leadership and oversight to various City Departments. Your responsibilities encompass a wide array of professional, technical, administrative, and financial functions. Engage in collaborative efforts with the City Manager on tasks related to City operations and programs, leaving a lasting impact on the community. Are you ready to join us in the Cherry Capital of the world? The detailed job description is accessible for viewing here. [Job Description](#)

- **Competitive Compensation:** Expected hiring range between \$106,317.62 - \$122,001.91
- **Comprehensive Benefits:** Enjoy a robust benefits package, including a defined benefit pension, deferred 457 retirement program, health insurance, dental & vision insurance, and more.
- **Work-Life Balance:** Benefit from 11 paid holidays, and various paid time off banks.

#### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

#### **Education, Training and Experience:**

- ✓ Bachelor's degree in public administration or related field. Master's degree preferred.
- ✓ Bring five or more years of local government experience, as a department head or within a government management office.

#### **Licensing and Other Requirements:**

- ✓ Reside within 30 miles of the nearest city limit within twelve months of hire. Be prepared for evening and/or weekend meetings

#### **Skills and Abilities to:**

- ✓ Demonstrate a team-oriented approach and effective mentoring management style.
- ✓ Develop, implement, and maintain procedures to enhance efficiency across departments.
- ✓ Master new technologies and utilize office equipment effectively.
- ✓ Perform extensive research, compile complex data, and prepare accurate records and reports, including financial analysis.
- ✓ Capable of fostering productive working relationships with the public, business and community interests, elected officials, fellow employees, and various stakeholders.

**TO BE CONSIDERED, CANDIDATES MUST SUBMIT THEIR RESUME WITH REFERENCES, COVER LETTER, AND SALARY REQUIREMENTS** to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to [jobs@traversecitymi.gov](mailto:jobs@traversecitymi.gov)

**Traverse City is an Equal Opportunity Employer**