EMPLOYMENT OPPORTUNITY

Village Manager
Village of Mackinaw City
Two of Michigan’s majestic Great Lakes meet on the shore of the Village of Mackinaw City. The historic attractions, recreational opportunities and breath-taking beauty of this community and its natural surroundings are impossible to replicate.

Mackinaw City is seeking a creative, relationship-builder with proven financial skills to be its next Village Manager. As the fifth manager in 30 years, he or she will lead a community of 806 that must operate like a city of several thousand. With over 1 million visitors each year, Mackinaw City is the number one family vacation destination in Michigan. The municipal infrastructure supports neighborhoods of diverse housing stock, a population that swells to 10,000+ on any given summer day and a downtown district with 100+ seasonal retail shops, restaurants and 10,000 hotel beds.

Like most Michigan communities, Mackinaw City saw property values dip during the great recession which created a significant and ongoing budget strain. Coupling that with its single-industry economy, Mackinaw City’s elected officials and staff are looking for leadership to help forge new and alternative solutions. The Village Manager will bring a new way of looking at economic development and a willingness to be involved with a community who is, “Committed to moving forward as a 21st Century Village without the loss of our unique identity”.

The compensation package includes benefits and a salary ranging from $60,000 to $75,000 depending on experience and qualifications.
Mackinaw City sits at the tip of Michigan’s Lower Peninsula on the shore of the Straits of Mackinac, hosting the south terminus of the Mackinaw Bridge. It is a well-known landing base for travelers, Great Lakes seasonal homeowners and history buffs in “the season” and a winter sports and recreation haven when the snow begins to fly. 45 percent of the waterfront homes are owned by seasonal residents.

Within its borders (five square miles) and neighboring environs Mackinaw City boasts a staggering number of drawing cards. The views are astounding and it is supremely walkable and bikeable. Available land exists for expansion and new builds.

Steeped in its heritage, it pays homage to its Native American culture, influence and the neighboring tribal government. The Village operates its own marina and is home to Colonial Michilimackinac, Historic Mill Creek Discovery Park and the Old Mackinaw Point Lighthouse. It nearly abuts the 550 acre Emmet County Headlands Dark Sky Park, one of only six such dark sky viewing and educational parks in the country.

Once the visitors go home, Emmet County becomes a winter recreation enthusiast’s sanctuary. Fishing, hunting, skiing, hiking and snowmobiles are on everyone’s list. The Village maintains a Recreation Center with an indoor ice area.

Community members expect timely access to village hall and are highly involved volunteers. The public school district offers small class sizes and families are boosters. Most residents take part in the many and diverse events and festivals hosted in the area. An active faith-based community operates a food bank and assists with economic stresses that befall seasonal workers. The full-time population is well-educated, homogenous and has a significant percentage of elders. The population becomes much more diverse as international workers arrive in the spring.

The Village is looking to play to its opportunities and unique assets while it comes to grips with its challenges. It has suffered recent tax tribunal losses and property values have not rebounded. The year-round population may be dropping and the single-sector tourist economy cannot support full employment. Relationships and agreements between the village and the many state, federal, township and tribal entities based in the area are a ripe area for improvement and regionalized solutions.

To learn even more about this picturesque community, click here.
Mackinaw City is a General Law Village established in 1882. The position of Village Manager was established by Ordinance in 1983 and vests authority and responsibility to the position as would be expected in a council-manager form of government (Section 12.000 of the Code of Ordinances, Ord. No. 105).

The Village President is elected separately every two years. Six other Council members serve staggered 4 year terms and are elected on an at-large non-partisan basis. The Village Clerk and Treasurer are also elected positions and serve as professional full-time employees.

Twenty-four individuals are employed full-time by the Village, five of whom are members of the Police Department. Fire response is provided by 26 trained and certified volunteers. Unions represent police officers and Department of Public Works employees. DPW workers are in the midst of their first contract negotiations.

Department Directors are professional, experienced and committed to personal growth and training. Staff members are open to change and progress benefitting the organization and community. The Village is equipped with 21st century technology to assist in the execution of tasks.

Operating in a “family-type” atmosphere, and necessitated by the demands of the community, employees regularly work outside any job description and share responsibilities and workloads. Directors meet regularly with the Manager to share information; discuss challenges and solutions; review Council priorities; and forecast opportunities. To successfully envelope the culture of this organization the new Manager will be accessible and available and continue the standard of empowering and developing employees in a professional council-manager format.

The General Fund Budget for the current fiscal year is approximately $1.8 million with an unassigned fund balance of approximately $614,000. Combining water, sewer, and marina enterprise funds the total budget is approximately $4 million.

To find out more about the organization check the Village website at www.mackinawcity.org.
The Village of Mackinaw City is committed to recruiting a fact-based decision maker with well-honed time management skills who has a wide area of experience in various municipal functions.

To be considered a qualified applicant, respondents must first have:
- A Bachelor’s Degree in an applicable field of study such as Public Administration, Business Management; Finance; Human Resource, AND
- Five years of experience in local government management positions
  - Experience as a manager or assistant manager is preferred
  - History in a small city with wide-ranging functional responsibilities highly desirable; familiarity with public utilities a plus
  - Department Director level experience will be considered depending on the scope of responsibility and span of authority

Qualified Applicants must also possess history or expertise in:
- Supervision, employee relations and human resources functions including hiring, mentoring, coaching and development
- Technological application (BSA familiarity a plus)

Any applicant who moves to the level of candidate will be current on emerging and legal issues facing municipalities. Among the demonstrated skills expected are these:
- Financial acumen and the ability to provide solutions to critical financial situations; Budgeting and forecasting
- Capital Improvement Planning
- Economic Development
- Planning and Zoning
- Grant writing and management
- Highly developed written and verbal communication skills
- Ability to set standards; measure performance and assure accountability
- Ability to forge inter-governmental relationships (history of working with townships, counties, local councils of government, state and federal agencies; understanding of tribal governments important)

The new manager in Mackinaw City will be friendly, outgoing, and interested in the community and its members. This involved leader will always seek input before coming to a decision and must be:
- Fair and unbiased
- Articulate and able to tell truth diplomatically
- A life-long learner
- Unflappable
- One who sees and presents alternatives and options
- A seeker of opportunities who looks for new resources to solve immediate problems
- Patient when executing change
- A natural facilitator
APPLICATION PROCESS

APPLY BY CLOSE OF BUSINESS JANUARY 16, 2015

Please submit resume, cover letter, salary history, consent form, and five professional references to:

execsearch@mml.org, Subject Line: Mackinaw City Search
OR mail to:  Michigan Municipal League,
ATTN: Mackinaw City Search, 1675 Green Road
Ann Arbor, MI 48105

Questions can be directed to MML Lead Executive Recruiter Kathie S. Grinzinger at kgrinzinger@mml.org or (989) 289-1084.

Candidates desiring confidentiality of their interest, as allowed for and provided by Michigan law, must indicate such in a separate subject line above the body of the cover letter.

This search is conducted by an Equal Opportunity Employer.