

City of Algonac – Job Description

Position Title: City Manager

Reports To: City Council



Position Summary

The City Manager serves as the chief administrative officer of the City of Algonac, responsible for the efficient and effective operation of all municipal departments, programs, and services in accordance with City Charter, ordinances, policies, and directives of the City Council. The City Manager provides professional leadership in policy development, municipal operations, and strategic planning, and is accountable for implementing Council goals while ensuring transparency, fiscal responsibility, and responsive service delivery to the community.

Essential Duties and Responsibilities

- Directs and coordinates the administration of all City departments.
- Advises and makes recommendations to City Council on policies, programs, and services.
- Prepares, submits, and administers the annual City budget; ensures sound financial management and compliance.
- Oversees human resources, including hiring, evaluation, discipline, & professional development of City staff.
- Ensures compliance with local, state, and federal laws, as well as City ordinances.
- Serves as the primary point of contact between the City Council and staff.
- Interacts with residents, businesses, community groups, other governments, & the media.
- Manages contracts, legal matters, and intergovernmental agreements.
- Responds to resident concerns and inquiries with professionalism, efficiency, and a customer-service mindset.
- Ensures proactive planning for infrastructure upgrades and maintenance.
- Performs additional functions and duties as described in the City Charter.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of municipal management principles, practices, and procedures.
- Understanding of public finance, budgeting, and capital improvement planning.
- General knowledge of water and wastewater plant operations.
- Strong leadership, communication, and interpersonal skills.
- Ability to manage sensitive issues with tact, discretion, and diplomacy.
- Skill in strategic planning, project management, and problem solving.
- Ability to work collaboratively with elected officials, staff, residents, and community partners.

Education and Experience

- Bachelor's degree in a related field required; Master's degree preferred.
- Minimum of 5 years of progressively responsible municipal management or public sector leadership experience.

Compensation and Benefits

Salary and benefits commensurate with qualifications and experience, as determined by the City Council.