



CITY OF
Sturgis
MICHIGAN

We're Hiring!

Job Title: Assistant City Manager

Reports to: City Manager

Updated: 12/10/24

FLSA Status: Exempt/FT

General Summary

Under the direction of the City Manager, assists in the general administration of municipal services and is responsible for establishing and cultivating positive relationships with existing and potential businesses. Responsible for economic and community development activities that attract, expand and retain businesses. Responsible for acting as liaison to all state agencies, economic development organizations and businesses including as representative of City's Sturgis Electric Department with commercial and industrial customers. Provides administrative support to the City Manager by coordinating projects and implementing programs as assigned. Other administrative responsibilities are focused on customer service issues and implementation of consistent policies and procedures, and public information activities.

Required Knowledge, Skills, Abilities and Minimum Qualifications

- Have achieved education credentials equivalent to a Master's degree from a college or university with major course work in public administration, urban affairs, business administration or closely related field.
- Thorough knowledge of the principles and practices of public administration and economic/community development.
- Skill in working cooperatively and collaboratively with other municipal departments, economic development organizations, and State agencies.
- Skill in marketing/public relations/communications as it relates to local government.
- Ability to coordinate information and provide guidance to boards and commissions, community groups, and business contacts regarding a variety of issues including economic development.
- Ability to analyze business infrastructure improvements, sales data, and municipal services in relation to promoting economic development.
- Knowledge of Tax Increment Finance Authority (TIFA), Brownfield, Downtown Development Authority (DDA), Industrial Facility Tax Exemption (IFT), Renaissance Zone and other programs in Michigan.
- High degree of competency and proficiency in computer systems, software applications, and information technology.
- Experience with seeking, writing, and administering state and federal grants.
- Have the ability to personally prepare effective written reports, correspondence, and similar communications.
- Possess financial management and conceptual abilities involving budgeting, cost-benefit analysis, capital improvement programming.
- Have an orientation toward working in a team management environment which is highly innovative and results oriented.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with community contacts, business leaders, developers, neighboring jurisdictions, municipal officials, other employees, and the public.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to work effectively under stress and changes in work priorities.
- Skill in gathering, analyzing, and reporting facts, figures, and development initiatives.
- Excellent organization and management skills.

Submit Application, Resume, and Cover Letter to: Sturgis City Hall, 130 N. Nottawa St.
or via email to: sburkhead@sturgismi.gov Applications are available at City Hall
or on our website at sturgismi.gov/HR

The City of Sturgis is an Equal Opportunity Employer.