



CITY OF COOPERSVILLE SEEKS DEPUTY CITY MANAGER

The City of Coopersville, MI (pop. 4,400) is seeking a full-time Deputy City Manager. Coopersville is ideally located on Interstate 96, 15 minutes from downtown Grand Rapids and the beaches of Lake Michigan. Coopersville offers a quality community built on a strong partnership between its citizens, businesses, and local government. The City of Coopersville offers a professional and stable working environment with a strong commitment to personal and professional development.

The Coopersville Deputy City Manager position has proven to be an excellent training ground for individuals seeking to move up in the public management field. In this dynamic position the incumbent will gain staff supervisory and budgetary experience, actively participate in long-term financial planning, as well as infrastructure planning. The position can also be tailored to the incumbent's strengths and interests.

In general, the Deputy City Manager handles operations and city services as the primary deputy to the City Manager. This position plans and carries out ongoing work and special assignments with considerable independence according to established policies and objectives. The Deputy City Manager will help complete the City's current recreational master in partnership with the City's Rec Director (the City has contracted MCSA Group to complete the plan). The Deputy City Manager also regularly interacts with local businesses and the public. Excellent personal communication skills and emotional intelligence are required.

Major responsibilities include:

- Acts for the City Manager in his/her absence; represents the City Manager at conferences and work projects as assigned.
- Administrative oversight of the Department of Public Works and Department of Public Utilities (water/sewer)
- Serves as Planning Director to maintain compliance with the City Planning and Zoning Code; provides written reports and recommendations to the members of the Planning Commission, Board of Zoning Appeals and City Council as required;
- Manages special projects;
- Acts as Administrative Liaison to the Fire Authority Board; and
- Other duties as directed by City Manager.

Candidates should have the equivalent of the following knowledge, skills, and abilities:

- Knowledge of basic management and administrative procedures, and practices to effectively and efficiently plan, organize, and control the delivery of city services.
- Knowledge of the laws, ordinances and policies governing municipal management to administer city services within such legal framework.
- Knowledge of public relations procedures and practices to effectively publicize city services and policies and to gain the support of the community.
- Skill in establishing and maintaining effective working relationships with fellow employees and the general public.
- Able to maintain professional levels of confidentiality.

Required training includes a Bachelor's Degree in Public Administration, Business Administration or a closely related field or equivalent work experience. Preferred experience includes three (3) years administrative experience and supervisory experience. A Master of Public Administration can be substituted for up to two years of work experience. This is a full-time position with hiring salary expected to be between \$55,000 - \$65,000. The City of Coopersville also offers a competitive fringe benefit package, including for example a Defined Benefit (DB) retirement plan, optional 457 retirement plan, and generous health care benefits. The City of Coopersville is an Equal Opportunity Employer and ADA compliant.

Interested candidates should submit a cover letter, résumé, and list of three (3) professional references to Coopersville City Manager, Jonathan Seyferth by email to jseyferth@cityofcoopersville.com. Résumés will be accepted through Sunday, October 18, 2020.