

# AUBURN

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## RECRUITMENT PROFILE

The City of Auburn, Bay County, Michigan, a small progressive community of 2,126, within the Bay City-Midland-Saginaw region is seeking a part-time City Administrator. While Auburn is a bedroom community, it possesses positive demographics and is a desirable place to live. This is a great opportunity to use one's professional talents to generate first hand results.

The new City Administrator will implement City Council's vision of making Auburn a destination as well as a great place to live, work and play within the framework of a hometown feel. Creating and implementing an Auburn brand will be an exciting professional challenge. Maintaining the City's common sense approach to spending is critical.

While Auburn has no current structural issues and has strong fund balances, the City Administrator will develop and maintain a capital replacement plan for infrastructure and facilities. Staff has identified key needs and await the City Administrator's arrival. Likewise, it will be important to incorporate that planning into the budget process.

The City has 15,000 square foot recreation pavilion under construction which will seat up to 600 people. The City Commission looks forward to this venue being used for concerts, movies, craft shows and similar events.

The successful professional in a short time will understand Auburn's culture and master its citizen and staff needs. Possessing strong people as well as financial management skills is critical. Usage of financial software applications is critical in hitting the ground running.

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The City Administrator will lead a small, but competent work force of six. As, staff is relatively new, this is a unique opportunity to develop staff potential and produce high functioning results. Developing a career development and pay plan are key personnel challenges. The perfect candidate will intuitively know how to motivate staff.

A stable City Council looks forward to forging a strong relationship with the City Administrator based upon mutual respect. The successful candidate will have the opportunity to create and utilize unique communication tools that will work best for the City Commission, staff and community.

This professional challenge also includes zoning and ordinance enforcement as an integral part of community development.

Auburn's citizens have strong expectations regarding the delivery of public services. The Administrator, in conjunction with staff, will create results oriented processes.

The City Administrator is considered to be a community leader, so visibility and community engagement are key functions. Working with an active Downtown Development Authority is expected and encouraged. It is expected that the professional will build relationships through transparency and community engagement.

## City Administrator

### Population

2,126

### Compensation

\$40-\$45 per hour (20 hrs. per week)

### Closing Date

The close of business on November 17, 2017

Auburn City Hall, 113 E. Elm St, Auburn, MI 48611  
Phone: 989.662.6761

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## To Apply

Please send resume, cover letter, salary history, five professional reference by email to [preinhardt@auburnmi.org](mailto:preinhardt@auburnmi.org).

Attn:

Pam Reinhardt  
Auburn City Clerk  
City of Auburn  
113 E Elm Street  
Auburn, MI 48611

Interested candidates should visit <http://www.auburnmi.org/JobOpenings.aspx> for the full Recruitment Profile.

Questions can be directed to John Berchtold, Recruiter, at 989-712-0788 or by email to [johnberchtold9@gmail.com](mailto:johnberchtold9@gmail.com).

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.

## Description

Auburn, Michigan is looking for its next City Manager that is an approachable, team player with proven abilities to build collaborative decision-making. The new City administrator will join a small competent staff of six employees to maintain a **service oriented community**. Unique opportunity to assist Council in making Auburn a destination of choice.

The City Administrator must possess strong finance and budgeting skills and proven analytical skills.

Required is a Bachelor's Degree in Public Administration or related field required and at least five years experience of relevant public administration experience.

The City Administrator is responsible for all aspects of financial management, economic development, planning and zoning, assessing, parks and recreation, grant writing and public contracting, and community engagement.

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