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## **Ann Arbor City Administrator Position Profile - DRAFT**

### **Introduction**

The Mayor and City Council seek to recruit a new City Administrator for the City of Ann Arbor. This individual must have the skills and experience to guide Ann Arbor with an appropriate combination of leadership, municipal expertise, community orientation and operational skills.

The City of Ann Arbor, located in Southeast Michigan, within Washtenaw County and near to Detroit, is renown for its vibrancy, high technology business community, social activism and is the home to the University of Michigan. The City is consistently featured by various media outlets on their “best places to live” lists. It is a community-oriented, progressive city that provides exceptional city services, and has a socially conscious Council that is innovative, creative, and responsive to new ideas that can benefit its residents.

The population of Ann Arbor is approximately 120,000 individuals and covers around 28 square miles with a variety of residential developments, diverse retail and commercial businesses including multiple headquarter locations and the University of Michigan academic and athletic campuses.

Ann Arbor provides its residents with excellent schools, a wide range of community amenities, a relatively stable employer base, and cultural and athletic attractions that are nationally recognized. The community is known for strong civic and community engagement, and is viewed as progressive/liberal.

This position is the chief administrative officer of the City. Department leadership is highly competent and passionate about delivering excellent services to City residents.

A link to the budget and additional details of specific job duties outlined in the City Charter can be found at: <https://www.a2gov.org/departments/city-clerk/Documents/Charter.pdf>

The City Administrator is responsible for the implementation of the policies and direction set by the City Council. The powers and duties granted to the City Administrator include:

- Directing and supervising all City Departments;
- Enforcing municipal ordinances, charter provisions, and other laws and regulations;
- Overseeing all personnel functions of the City;
- Preparing annual operating budget;
- Providing administrative support at all Council Meetings; and,

- Reporting to Council on a continuing as well as ad hoc basis on the City's finances, operations, and future needs.

The City Manager also performs other administrative duties not limited in the Charter such as:

- Assuring positive relationships with the public;
- Coordinating public information;
- Investigating and adopting new technologies; and,
- Working with outside governmental and non-governmental agencies.

### **Relevant Experience**

We are seeking a facilitator, team builder and leader with the appropriate experiences and track record of success. We seek a collaborator and consensus builder that supports the City Council, City Staff and residents, and will continue the tradition of delivering excellent City services.

This role has many facets, and the successful candidate will be an excellent people developer, data-driven decision maker, project manager, transparent communicator, strategic thinker, and community engager. Candidates should demonstrate a sense of passion for public service and empathy for a wide range of perspectives and needs.

**The City Administrator will have a key role in helping to address key issues that are facing the City, including:**

- Budget challenges
- Infrastructure needs
- Public safety
- Diversity, equity and inclusion
- Affordable housing
- Climate emergency/ Carbon neutrality, see A2Zero plan
- Clean water and other environmental issues

### **Education**

A Bachelor's degree in business, public administration, government, economics, social science, planning, or a related field is required. A Master's degree or other advanced graduate-level credentials are strongly preferred.

### **Key Competencies**

The next City Administrator must be a data-driven leader who embodies the spirit of public service and displays deep compassion for the community. This individual must foster a culture

of transparent communication while collaborating with council, neighborhood communities, the University of Michigan, local organizations, businesses, and residents from across the City, to achieve excellence.

They must have demonstrated expertise in leading and supporting initiatives in a highly complex environment.

**In terms of the performance and competencies required for the position, we would highlight the following:**

**Successful track record of managing an entity** similar to Ann Arbor in terms of size, complexity, and culture with clear strategic results; has **strong financial skills**; executes policies efficiently and effectively by championing best-in-class operational practices and a culture of operational excellence.

The ability to **attract and recruit top talent, motivate and develop the team**, delegate effectively, celebrate diversity within the team, implement performance management systems, and be widely viewed as a strong leader who **engages and supports others**.

A leader who is viewed by others as having a **high degree of integrity** and forethought in their approach to making decisions; the ability to **act in a transparent and data-driven manner** while always taking into account what is best for Ann Arbor; demonstrates strong negotiation skills.

The **ability to advise the Mayor and City Council** regarding both positive and negative policy implications by having the aptitude to seek, analyze and present data from a variety of sources to support multiple viewpoints and to align residents with the City's overall strategy. City Council is forward thinking and will embrace creative ideas and solutions from the next City Administrator.

Naturally connects with, and **builds strong relationships** with others; demonstrates strong emotional intelligence and an ability to communicate clearly and persuasively. Appreciates the wide range of experiences and perspectives in the community. Seeks to engage broadly.

Interested applicants may send an email with a current resume and cover letter to [Info@AmyCellTalent.com](mailto:Info@AmyCellTalent.com). Applications are requested by July 26, 2020.