

**City of Potterville
Job Posting
City Manager**

Position Availability: Position Open Until Filled

Supervised By: City Council

Supervises: Administrative Department Heads

The City of Potterville is looking to hire a full time City Manager to serve as the City's chief administrative officer, responsible for administering all City affairs and overseeing all City departments. The City Manager functions as a liaison between City Residents and City Council, provides general executive oversight, and administers the annual operating budget. The ideal candidate will possess unwavering personal integrity, have a vision for building a healthy community, be passionate about wise stewardship of public resources, and operate with a philosophy of strong, servant leadership. Preference will be given to candidates with backgrounds in public administration or finance and who demonstrate strong communication and organizational skills. Serious applicants should be experienced managers who are proficient in current office software, familiar with basic parliamentary procedure, able to research and understand personnel, legal, and financial policies, and practiced in providing reasonable, professional service to the public. Other desired skills include grant writing, marketing and public functions, objective analysis, and creative problem solving.

Educational Requirements: A minimum of a bachelor's degree and 3-5 years experience in a related field is preferred.

To apply:

Interested candidates should submit a cover letter, resume, and at least three references to the Acting City Manager, Brad Boyce, at bboyce@pottervillemi.org