



5768 St. Joseph Avenue ♦ Stevensville, MI ♦ 49127

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www.villageofstevensville.us

VILLAGE OF STEVENSVILLE JOB DESCRIPTION VILLAGE MANAGER

POSITION SUMMARY: Under the direction of the Village Council, the Village Manager serves as the chief administrative officer of the Village, manages the activities of all staff and departments, prepares recommendations for the Council and carries out policies established by the Council.

POSITION DETAILS: 2-year contracted term at 20-40 hours per week. Full medical, dental, vision, life insurance and retirement offered. Salary is commensurate with experience. Some evening and weekend work will be required.

ESSENTIAL JOB FUNCTIONS: An employee in this position may be called upon to do any or all of the following essential functions, though not all inclusive.

- Manage and administer the annual operating budget
- Research and apply for grants and other funding sources for service provision, programs and projects
- Attend and provide administrative support for all Village Council meetings and all Council sub-committee meetings (Corridor Improvement Authority, Downtown Development Authority, Parks Committee, Planning Commission and Policies & Procedures)
- Promote and support economic development initiatives in the Village
- Communicate effectively with staff, council members, residents, businesses and visitors
- Utilize the Village website, social media accounts and newsletter to communicate information to the public
- Prioritize annually and implement projects based on established Village plans, including the Parks Plan, Downtown Development Plan and Master Plan
- Ensure all Village policies, ordinances and laws are enforced
- Supervise and support all Village staff
- Respond to and resolve high-level issues with residents and businesses
- Manage and supervise all Village events
- Represent Village Council and act on behalf of the Village in an official capacity
- Develop, negotiate, implement, and monitor for compliance of all contracts and agreements with outside providers

- Promote and support initiatives that will encourage retention and/or expansion of existing commercial and industrial development in the Village

EDUCATION, KNOWLEDGE & EXPERIENCE: The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential job functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Graduation from an accredited four-year college or university with a degree in planning, public administration, political science, business management or a closely related field.
- Knowledge, training, education or experience in financial management and budgeting.
- Proficiency with electronic technology, including Microsoft Word, Excel, Outlook Express or Mail is required.
- A familiarity with PowerPoint, Adobe Acrobat, Facebook, website development and other software in common use by municipal government.
- Knowledge, training, education or experience in grant writing, contract negotiation, leadership and public relations is desirable. Municipal government experience is preferred.
- Possession of a valid and unrestricted vehicle operator's license from the State of Michigan (travel is required).
- Acceptable results of a routine background clearance.

PHYSICAL REQUIREMENTS AND ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- While performing the duties of this job the employee regularly works in an office setting and is frequently required to sit, talk and hear.
- The employee is occasionally required to walk, use hands and fingers and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee must occasionally lift or move up to 25 pounds.

HOW TO APPLY: Send resume and cover letter to clerk@villageofstevensville.us or mail/drop off at Village Hall, 5768 St. Joseph Avenue, Stevensville, MI 49127