

EMPLOYMENT OPPORTUNITY

City Administrator City of Ecorse



City Administrator

CITY OF ECORSE

Built along the edge of the Detroit River, Ecorse is an ethnically rich community of close-knit neighbors with a proud heritage dating back to its formation as a city in 1942. The home of industrial strongholds U.S. Steel and PraxAir, Ecorse is seeking a new City Administrator to assist in setting a course to a revised prosperity.

The recession of the last decade dealt this community a harsh blow. The resultant out-migration dropped the population to 9,500 and left behind vacant homes and storefronts and adjusted the demographics. The city moved under the state's emergency financial management in 2011. Determined to recover, the City took critical action and by 2013, was able to show a stabilized budget. The Emergency Manager is no longer in place. A Receivership Transition Advisory Board (RTAB) will continue to provide oversight until removed by the Governor.



The staff and elected officials are universally committed to the community's turnaround and are seeking an experienced public manager with solid financial management credentials who shares the belief that, "It can be done".

Ecorse has had three administrators in its quest to move forward in the rebuilding process and is committed to using this search for a visionary administrator to create a long-lasting and successful partnership.

The RTAB has approved a salary range for this position of \$80,000 - \$95,000. The compensation package includes standard benefits.

► **POPULATION**

9,500

► **SIZE**

3.7 SQ MILES

► **GENERAL FUND**

\$10 MILLION

► **SALARY RANGE**

\$80,000 -
\$95,000

► THE COMMUNITY

Within its' 3.7 sq. miles Ecorse boasts 11 parks and/or public spaces and can accurately tout the beauty of the extraordinary John Dingell Riverfront Park as its gem. The view of The Mudd Island Bird Sanctuary is shared with its Canadian neighbors across the Detroit River. The public marina testifies to the city's long reliance on and connection to the River as an inescapable part of its life and history.

Its low and declining crime rate make a safe enclave for its friendly and diverse neighborhoods. A new high school anchors a solid public school system and Ecorse is within easy access of several world class universities like Wayne State University, University of Detroit – Mercy, Wayne County Community College, and University of Michigan – Dearborn.

Ecorse residents regularly make use of the many and varied cultural and professional sports amenities offered by Detroit, its urban

neighbor. The walkable riverfront and inter-connection of the main transportation routes throughout southeast Michigan make Ecorse an easily accessible community.

While upfront about its financial and tax-base challenges, Ecorse has a wealth of opportunities upon which to build. Funds are in place to be used for blight elimination and, as a CDBG entitlement community, grants are available each year. The industrial base is secure and 60 acres of brownfield is ready for reuse. Great potential lies in the riverfront for creative redevelopment.

A dedicated citizenry, backed by an involved faith community, may be one of the community's chief assets. A grassroots contingent developed "Envision Ecorse", an action plan for rebirth, proof of the community's determination to create a new destiny.



► THE ORGANIZATION

Ecorse has a strong mayor form of government by Charter. A Mayor, and six other members elected by ward make up the Council. As a nod to its traditional past, Ecorse also elects an Assessor (who has no real administrative authority) and Clerk. The Mayor and Council set policy and direction while the Administrator works with Department Directors to execute the daily management functions of the organization to accomplish the elected official's vision.

In this community, the Administrator is also in regular communication with the RTAB, sharing information between the RTAB and the Council and reporting on benchmark completion. This role will exist until such time as the Governor removes the Advisory Board.

Ecorse's General Fund in 2014 is \$10 million.

The 35 full-time employees include 18 full-time police and 6 full-time fire. Many responsibilities have been combined into single positions and several services are provided by contract including many of the public works functions such as road and park maintenance; sewer and service line repair. Three unions represent the employees.

While the lean staff has solid professional credentials, most of them have been with the City of Ecorse for a relatively short period of time. They readily assist each other and are highly committed to the success of the organization and the community. To be successful here, the new Administrator must be prepared to work with the staff in place, capitalize on their knowledge and expertise and regularly exchange information in an open and transparent fashion.



▶ THE IDEAL CANDIDATE

To be considered applicants must have attained:

- A Bachelor's Degree in finance; accounting; business management; public administration or a related field (master's degree is preferred); AND have
- At least five years of professional management experience
Background must include direct experience in working with elected boards and/or councils
Prior status as a city/village manager or asst. manager a plus
Experience in a smaller community or history with a wide range of direct service area responsibilities highly sought after
Experience with recovering communities a plus

Applicants must have a proven history in:

- Financial management; Budgeting and the ability to present budget information in an understandable fashion
- Human Resources and Personnel Management including:
Mentoring and growing employees
Payroll, benefits and health care
Policy Development
Workload Planning
Cross training
- Capital Improvement planning and familiarity with public infrastructure maintenance and repair
- Economic Development
- Grant writing and compliance

Applicants must possess solid communication skills in writing, presentation and verbally, one-on-one. In addition, he or she should be familiar with:

- Contract management: monitoring and ability to assess performance
- Technology
- Research, collection and interpretation of data and the ability to use results for forecasting issues, challenges and solutions

The Administrator for the City of Ecorse will be an honest, trustworthy individual with a high moral code and strength of character. This creative leader will enjoy reaching out to others, will listen and always seek input before making a decision.

The new Administrator must be:

- Energetic with a passion for the job
- Respectful of the traditions that exist in the community and the organization
- A leader by example (can show people the right way to do the right thing)
- Non-political; fair with all
- Open-minded
- Calm under pressure
- Able to tell truth diplomatically
- A relationship builder with a sense of humor
- One who commands the respect of others

▶ APPLICATION PROCESS

APPLY BY CLOSE OF BUSINESS DECEMBER 19, 2014

Please submit resume, cover letter, salary history, consent form and five professional references to:

execsearch@mml.org, Subject Line: Ecorse Search

OR mail to: Michigan Municipal League,
ATTN: Ecorse Search, 1675 Green Road
Ann Arbor, MI 48105

Questions can be directed to MML Lead Executive Recruiter Kathie S. Grinzinger at kgrinzinger@mml.org or (989) 289-1084.

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.

