

Position Title: City Administrator  
Reports to: Mayor and City Council Members  
Position Type: Full Time / Appointed / Administrative Officer  
Compensation: Negotiable – Full Benefits

The City Administrator shall be responsible for the supervision of all administrative services of the City, except as otherwise provided by the Charter. He/She shall be chosen based on his/her executive and administrative ability and shall be a full-time administrative officer. He/She shall be appointed by the mayor, subject to the approval and confirmation by majority vote of the Council. He/She shall serve for a specific term and shall have his/her compensation fixed by the Council by resolution. The City Administrator shall assist the mayor by:

Coordinating the work of all administrative offices, including City Clerk and Treasurer and such additional administrative offices as the Council may from time to time establish, providing for efficient administration of all departments of the City Government.

Assist in the preparation and administration of the annual budget.

Keeping informed with respect to the operation of the several Administrative departments.

Attending all Council meeting, but shall have no vote in Council proceedings

Preparation of Council agendas and information packets for meetings and workshops

Preparation of Planning Commission and Zoning Board of Appeal agenda packets

Coordination of City purchasing, within budget

Preparation and implementing of grant applications

Handling complaints about City services, and providing answers to citizen inquiries

Serve as Wayne County Community Development Block Grant Coordinator

Human Resources/Personnel Management – supervisor of full and part time employees while providing leadership in an ethical manner, liaison to the Mayor and City Council members, confidential employee working with

highly sensitive matters, workers compensation coordinator, publication of job openings, accept applications and resumes.

Insurance Claims coordinator – receive claims filed against the city or accidents involving city employees

Other Duties – contract management – bid coordinator – publication of legal notices, solicitor licensing.

Freedom of Information Act (FOIA) Coordinator

Flood Zone Coordinator (FEMA)

Required Knowledge, Skills, Certification, Abilities and Minimum Qualifications:

Notary Public or ability to become licensed

Considerable supervisory and leadership experience

Requires working knowledge of municipal activities and city ordinances

Proficiency in computers and office technology, including Adobe Acrobat, Microsoft Programs

Presence and professionalism to interact with the public and other departments

Self-motivated and attention to detail/Strong organizational and project management skills

Reliability and a proactive work approach

To Apply:

Submit cover letter, resume, and three (3) professional references to :

Email: [clerk@rockwoodmi.org](mailto:clerk@rockwoodmi.org)

Mail to: City of Rockwood  
Cindy Trombley  
32409 Fort Road  
Rockwood, MI 48173

The City of Rockwood is an Equal Opportunity Employer seeking qualified applicants, without regard to race or other protected status