

The City of Portage, Michigan

Invites your interest in the position of



CITY MANAGER



THE CITY OF PORTAGE, MICHIGAN

Portage is located in Kalamazoo County in southwest Michigan approximately half way between Chicago and Detroit at the crossroads of Interstate 94 and US-131. The City encompasses approximately 35 square miles and has a growing population of about 50,000. Portage is rich with opportunities - a family-oriented area with a high quality of life, a strong economy and outstanding educational choices for lifelong learning. Four public school districts offer education to Portage students, with the majority of students living within the Portage Public School District.

Portage has bountiful natural resources including seven lakes, state game areas, significant open spaces and wetlands. The community provides 17 parks including three dedicated to nature preservation, and more than 57 miles of bikeways and multi-use trails, making the City of Portage a *Natural Place to Move*. Portage combines the convenience of an urban lifestyle with that of a close-knit, friendly community.

History: Long before the earliest settlers arrived in the early 1800s, Potawatami Indians inhabited the area. The Indians hunted, fished, grew corn, dwelt in conical shaped wigwams and greeted the early settlers in peace. Settlers discovered the rich soil made a perfect growing environment for celery. By the 1880s, Portage had earned the distinction of being the "Celery City" of the nation. The area remained prolific in celery production until the middle of the twentieth century. The City of Portage began its rapid transformation to its modern form

during the post World War II era. The first major employer, The Upjohn Company, opened a manufacturing plant in Portage in 1948 to produce antibiotics and adrenal cortex drugs. As a result of continued growth and prosperity, Portage was incorporated as a city in 1963.

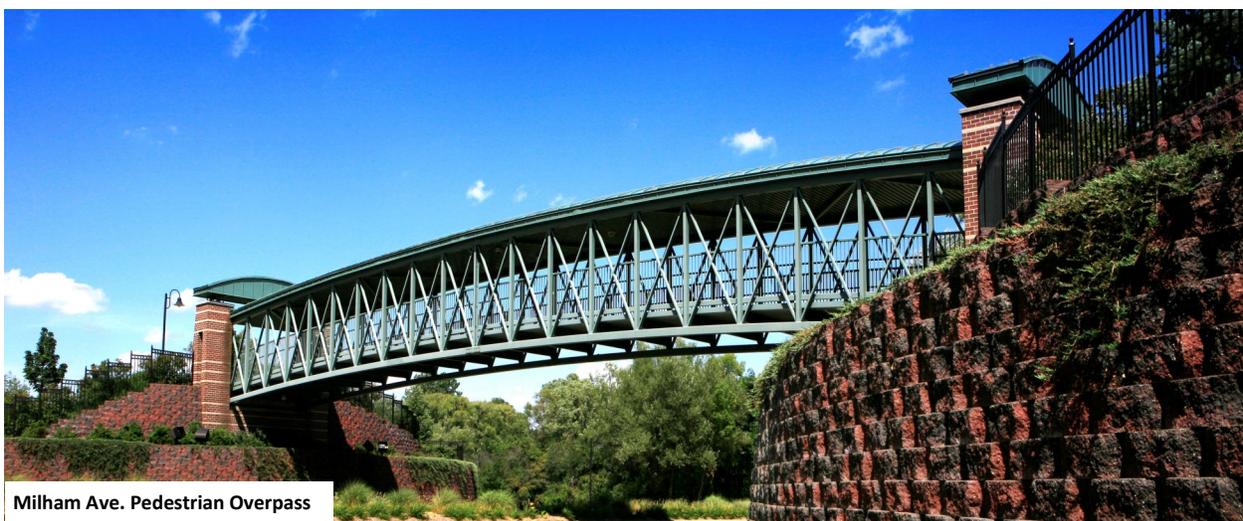
Manufacturing is the cornerstone of the City's economy. Major employers include the Stryker Corporation and Pfizer. Outdoorsy folk can explore the City's extensive network of hiking and bike trails while foodies will appreciate the eclectic mix of dining choices." Today, Portage remains a growing and thriving community offering distinctive advantages in living, working and learning that area residents and businesses have discovered make Portage a great place to live, work and play.

Year after year, the City of Portage is recognized for excellence in areas such as public safety, innovative use of technology, financial planning and budgeting, public works projects, parks and recreation programs, public communications and other areas of public service.

Recent Awards and Recognitions

- Promoting Active Communities - Gold Recognition
- Arbor Day Foundation - Tree City USA
- Bicycle Friendly Community - League of American Bicyclists
- Commission on Accreditation for Law Enforcement Agencies - Continued Accreditation
- National Association of School Resource Officers Exceptional Service Awards
- Award for Excellence in Traffic Safety - Office of Highway Safety & AAA Michigan
- National Weather Service - "StormReady" Community
- Government Finance Officers Association - Distinguished Budget Presentation
- Government Finance Officers Association - Certificate of Achievement for Excellence in Financial Reporting
- Project of the Year For Transportation Projects Less Than \$1 million - Romence Road/Moorsbridge Road Reconstruction Project
- 2013 Michigan Department of Transportation (MDOT) & Asphalt Pavement Association Award of Excellence for Forest Drive
- 2014 APEX Grand Award for Publication Excellence for the *Portager* newsletter
- Sunshine Review Transparency in Government Award
- 2014 "Best City to Live in Michigan" by the CreditDonkey website (Cities were ranked on five factors: Odds of being a violent crime victim; commute time; median income; percent of residents who have gone to college, and restaurants per capita.)

For more information about Portage, Michigan, visit the City's website at www.portagemi.gov.



Milham Ave. Pedestrian Overpass

Customer Service Mission Statement

We, the employees of the City of Portage, are committed to delivering superior customer service that meets the needs of the citizens, business owners and others in a consistent manner unsurpassed in professionalism, politeness and promptness.

Our Commitments:

***S*elfless**: We will be attentive to customer requests, regardless of other priorities. We will demonstrate our abilities through our appearance, conduct, conversation and results.

***E*thical**: We will act with integrity and a sense of duty and obligation to our customers and will always be accountable for our actions.

***R*espectful**: We will treat our customers as we wish to be treated and ensure that every interaction is conducted in a pleasant and professional manner

***V*ersatile**: We will be resourceful and capable of performing a variety of tasks in order to get the job done, regardless of our job description.

***I*nnovative**: We will identify ways to continuously improve our processes and policies to meet the ever-changing needs of the community and our customers. We will welcome customer feedback as a means to improve the services we provide.

***C*ommunication**: We will actively listen to our customers and respond in a clear and concise manner. We will communicate through available resources, providing accurate information in a manner that is easy to understand.

***E*ncouraging**: We will support employee creativity and teamwork to promote an open and collaborative work environment that encourages employees to excel in every aspect of their job – including customer service.

The City of Portage operates under a Council-Manager form of government. The Mayor and City Council members are the elected officials who preside over the City. The City Manager is appointed by the City Council to handle administrative duties at the City on a day-to-day basis. The City Manager makes recommendations to the City Council as a group and the Council acts on business at regularly scheduled meetings.

The Portage City Council consists of a Mayor and six Councilmembers. Councilmembers are elected to four-year terms, staggered every two years (three Councilmembers elected every two years). The Mayor is elected every two years and is the presiding officer of the Council. The Council is responsible for adopting and amending City ordinances, determining City policies and authorizing the annual City budget. The Council also determines the City tax millage and utility rates and approves contracts for the City.

THE PORTAGE CITY COUNCIL	
Mayor	Peter J. Strazdas
Mayor Pro Tem	Jim Pearson
Councilman	Nasim Ansari
Councilman	Richard Ford
Councilwoman	Patricia M. Randall
Councilwoman	Claudette Reid
Councilman	Terry R. Urban

The Council meets twice monthly (usually the 2nd and 4th Tuesday of each month) at 7:30 p.m. in the City Council Chambers at Portage City Hall. Meetings are broadcast live on cable access channel 190 (channel 99 on U-Verse). Meeting dates are published in the *Portager* newsletter and at www.portagemi.gov. Meeting agendas can be found on the City website, at City Hall and at the Portage District Library.

The City Manager is appointed by and serves at the pleasure of the City Council. He or she advises the Council and makes recommendations on matters related to the operation of the City including the responsibility for overseeing all departments and staff. The annual budget is prepared and presented to the City Council by the City Manager, as well as the Capital Improvement Program, which provides the City with direction for the future. The City Manager prepares the agenda for each City Council meeting and provides the City Council with all necessary documentation regarding each order of business.

As the administrative head of the government, the City Manager appoints all department heads. Portage provides a full array of municipal services including: police, fire, transportation, utilities, technology services, parks, recreation, public services, finance, purchasing, community development, employee development services, city clerk, city assessor and benefit services. The City has approximately 180 full-time employees and functions on a FY 2014 budget of approximately \$65.3 of which \$23.2 comprises the General Fund.



Trade Center



Joggers using a Portage Trail

ISSUES AND OPPORTUNITIES

The following is a list of thoughts, concerns and opportunities provided by Portage City Councilmembers concerning the status of the City of Portage at this point in time:

- The City is in sound financial condition with a fully funded retirement system, no “legacy” retirement or health system debt and an aggressive program in place to repay debt.
- The City Council is determined that the City’s budget and finances continue to be prudently managed to ensure current and future financial sustainability.
- Advance technology to provide more on-line access to municipal services and improved use of social media.
- Portage has received many awards and much recognition for its successes in a wide variety of endeavors. Just recently Portage was named “the Best City to Live in Michigan” by the *CreditDonkey* website.
- Expansion of the City’s already extensive trails system to improve the City’s walkability.
- Find ways to attract younger citizens to become involved in the community.
- Economic development focused on expanding and adding to the diversity of the City’s economic base - concern expressed about the impact of on-line shopping on the City’s large retail sector.
- The City needs to be more involved with and create a more business friendly environment for existing businesses.
- Upcoming determination if and how Portage will participate in the new Countywide consolidated emergency 911 dispatch center being advocated by the County.
- City staff members are rated excellent by most City Council members. However, many are approaching retirement eligibility and succession planning is an issue.
- Although the City Council sees the City as functioning well and not in need of massive change, the City Council expects the incoming City Manager to come with a fresh perspective and to be creative, open minded, not wedded to status quo and to seek opportunities to improve the organization - a continuous improvement rather than a “change for change sake” mentality is expected.
- State revenue has been reduced and will likely continue to be so.



ABOUT THE CITY MANAGER

Portage is seeking a forthright, open and transparent City Manager with excellent interpersonal skills and a commitment to assist the City Council in establishing clear policy and setting worthwhile community goals. The new City Manager will provide effective direction, leadership and resources to staff to ensure that Council policies are implemented and goals are achieved. The new manager must have a team-oriented and collaborative style which encourages creativity and values excellence. Must build and maintain effective working relationships with the Mayor and each Councilmember, department heads, employees and the community.

Minimum requirements include a Bachelor's degree (Master's preferred) in business or public administration combined with at least five (5) years of experience as a local government manager or full-range assistant in a community comparable to Portage. Critical skills include finance, budget, economic development, organizational analysis, written and verbal communications, visioning and strength of both character and conviction. The successful candidate must be a superior manager and leader.

Ideal candidates will be strong in the following areas and have the following interpersonal, management and leadership style characteristics:

Required Professional Strengths

- Finance and budget
- Economic development
- Labor relations
- Employee relations
- Verbal and written communications
- Staff recruitment and selection
- Track record of progression
- Intergovernmental relations
- Professionally knowledgeable and up-to-date
- Progressive - both outcome focused and aware of what is happening - focused on the future
- Ability to work effectively with the entire City Council

Required Interpersonal Characteristics

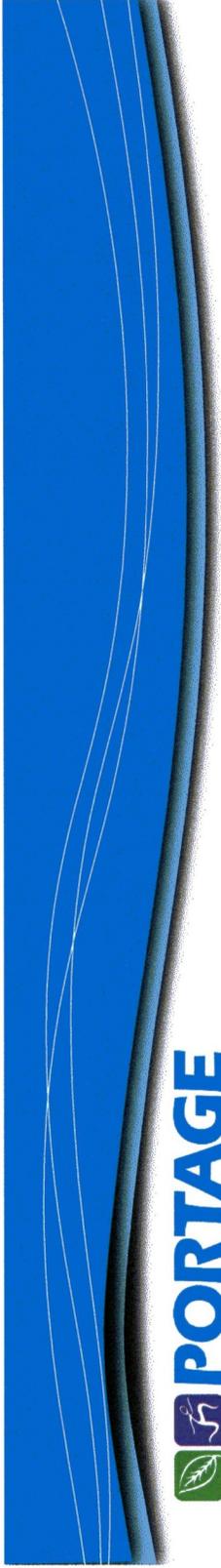
- A “people person” with excellent verbal and written communications skills
- Analytical, innovative and not wedded to status quo; creative, adaptable and receptive to change
- A team player, solicits ideas, empowering of others, consensus builder and collaborator — non divisive
- Balanced between strong nuts and bolts and personable manager
- Self-confident but non-intimidating
- Strength with courage to stand up for his/her convictions
- Sense of humor; doesn’t take things personally
- Common sense
- Strong customer service orientation
- Personally and professionally honest and ethical



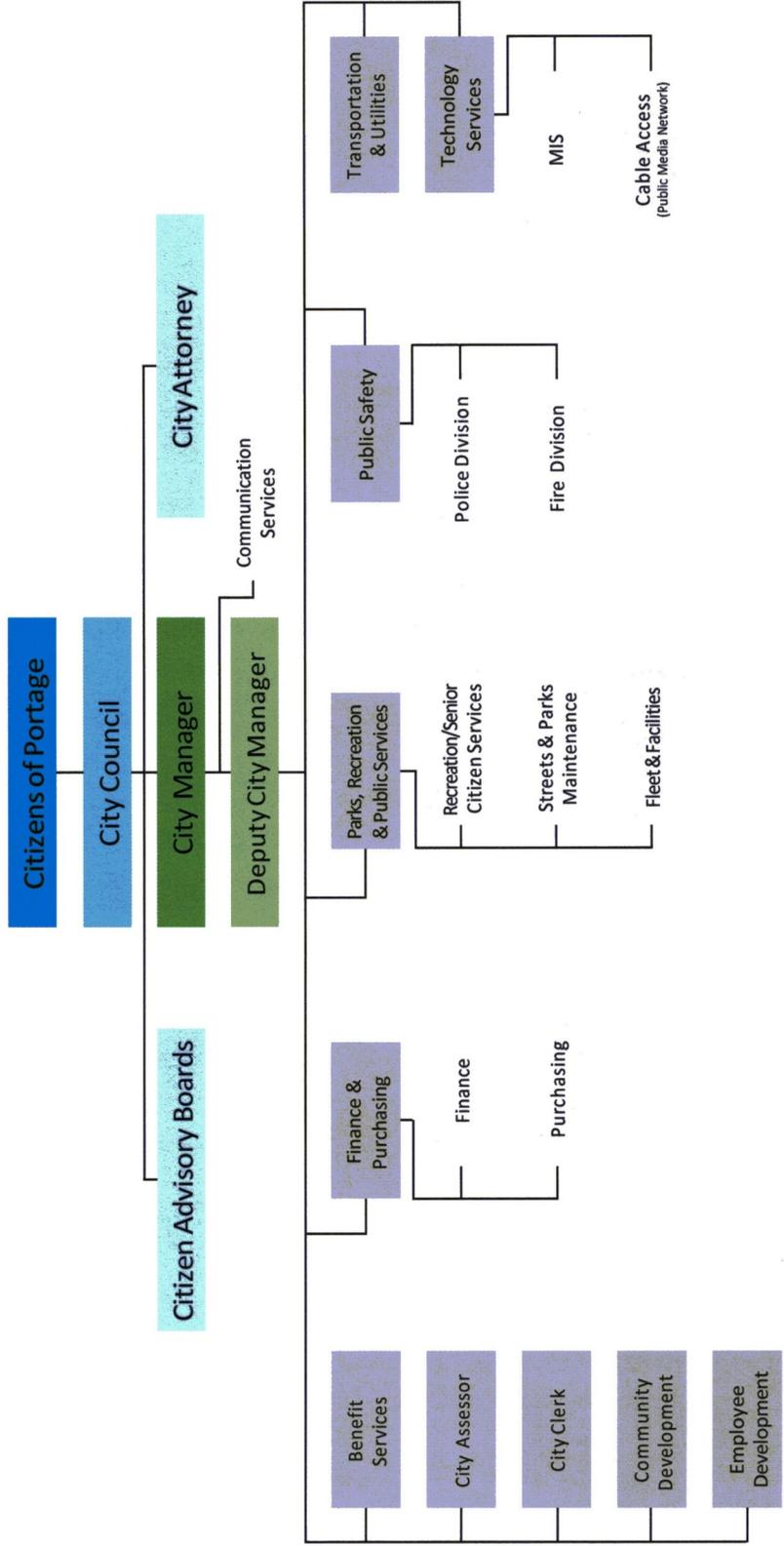
Celery Flats Historic Site



Liberty Park



Organizational Chart



COMPENSATION

The compensation for the City Manager position will be highly competitive. The starting compensation level is dependent upon the selected individual's qualifications and matched with the desired attributes being sought by the City. The City will pay reasonable and customary moving expenses for the next City Manager.

TO APPLY

In order to be considered for this position, please send your resume and cover letter with current salary to slavin@bellsouth.net. The recruitment period will remain open until the position is filled.

For additional information about this job, please contact:

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Slavin Management Consultants
3040 Holcomb Bridge Road, Suite A-1
Norcross, Georgia 30071
770-449-4656 (phone)
770-416-0848 (fax)
slavin@bellsouth.net
www.slavinweb.com



AN EQUAL OPPORTUNITY RECRUITER/EMPLOYER