

Employment Opportunity

City Manager



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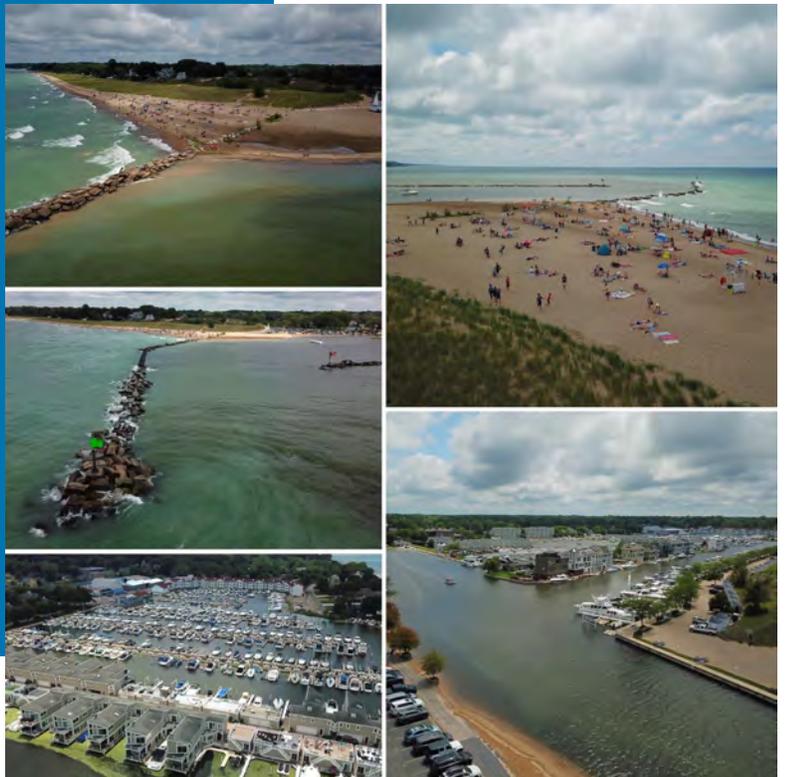
City of New Buffalo

With two acres of pristine public beach fronting Lake Michigan and seven acres of sand dunes, New Buffalo Michigan easily earns its designation as one of the most desirable destinations on America's "Third Coast". This historic small community of 1,714 full-time residents swells to more than five times its size when seasonal homeowners take up residency. Easy access to Chicago, an exceptional natural setting and a wide variety of cultural attractions can be credited for New Buffalo's desirability with second-home owners.

New Buffalo sits in the state's farthest southwest corner and serves as the gateway to one of the fastest growing wine and brewery regions in Michigan. To claim its rightful place as a gold-medal 21st Century community, New Buffalo is searching for a visionary City Manager with strong leadership skills who can bring stability and structure to this safe community.

While New Buffalo experienced several political transitions in the last decade, the current city council was elected with a substantial majority. They join an experienced team of Department Directors, all of whom are solidly committed to growing a successful prosperous community through consistency and effectiveness.

With a view of Lake Michigan and a plethora of unique restaurants and shops, New Buffalo offers its Manager a solid benefit package and a salary range of \$80,00-\$95,000 depending on qualifications and negotiations.



The Community

New Buffalo has long-valued roots as a close-knit community nestled in a rural appointed agricultural setting perfect for fruit production. With the advent of a second-home market, construction of the nearby Four Winds /Casino owned by the Pokagon Tribe of Native Americans and the largest privately owned marina on the Great Lakes, this quaint community has become a municipality of two personalities.

1714 folks call New Buffalo home, it is likely that the summer population is between 10,000 and 15,000. Within its 2.3 square miles, 60% of tax bills are mailed to owners outside of the city. It is primarily a residential community with 70% of the land area listed as residential. A wide variety of housing options exist from historic single family dwellings, rentals and multi-unit condominium developments. Housing values range from \$150,000 to upwards of \$4 million.

It offers its residents an excellent public school system which provides an economical summer camp for children; public parks and trails, a dog park, and walkable connections between downtown and the beach. The Pokagon Fund even offers partial college tuition for graduates of New Buffalo High School. Several higher education opportunities are close by including Notre Dame, Lake Michigan College; Southwestern Michigan College; Brown Mackie College; Indiana University South Bend Campus and satellite campuses for Michigan State University and Western Michigan University.

The centrally-located downtown is home to unique, individually-owned shops and eateries. The highly involved small business owners are committed to upgrading the downtown into an expanded and branded shopping center.

Because of its natural environment and location, New Buffalo is excellently positioned to capitalize upon tourism opportunities. It markets its Amtrak stop into Chicago and sits near major highway transportation routes. Many festivals and events invite visitors including the Music in the Park, regional wine festivals, The Ship and Shore Festival and Harvest Days. Cultural opportunities unexpected in a town its size are available. The area boasts several small theatre companies as well as the New Buffalo Performing Arts Center, the Acorn Theatre, the Dunes Theatre and Vickers Theatre for first-run indie movies. The Southwestern Michigan Symphony, Harbor Country Opera and Southhold Dance Theatre perform in the area.

Tourist-based economies have unique challenges as well. Much of New Buffalo's employment base is seasonal and full-time residents' income are low to middle in contrast to that of the second-home owners. A lack of affordable housing may soon become an issue for home-town families.



The Organization

New Buffalo was founded in 1836 and has been a council-manager form of government since its 1965 charter was adopted. Five Council members are elected at-large and serve staggered four-year terms. The Mayor is selected by his or her colleagues.

New Buffalo is a full-service city with a \$3.2 million General Fund Budget and a total budget of \$7 million. Twenty-four full-time employees serve the year-round residents, a large second-home population and 20,000 visitors to the dunes, beach, festivals and events. Seasonal employees support the increased need during the summer in-flux. While the city owns and operates a water plant and its water and waste distribution lines, it is one of five communities served by the Galien River Sanitary District Sewer District Authority for wastewater treatment.

Public safety is provided by paid-on-call fire fighters and full-time police officers. The Police Department is staffed with seven full-time officers, and 10 part-time officers. Two unions represent part of the employees, those in the police department and the full-time members of the street and water departments.

Department directors are capable and proficient, several having 10-15 years professional experience in this community or others. The Management team has been expected to and is capable of preparing and maintaining decisions.

To be an effective leader within the organizational culture the new manager will need to be steady, open-minded, accessible and regularly communicate with and seek input from staff members. He or she will uphold the company values of responsiveness to residents, ethical decision-making and attention to detail. Learn more about the City of New Buffalo at: <http://www.cityofnewbuffalo.org>



The Ideal Candidate

The City of New Buffalo is interested in recruiting a positive thinker who is open to new ideas and solutions as its City Manager. To be considered a qualified applicant, respondents must first have:

A Bachelor's Degree in an appropriate field of study such as Public Administration, Management, Business, Finance, Urban Planning, Engineering; etc. (A Master's Degree is preferred) and five years of executive level experience as a manager or assistant manager of a city, village, township or similar.

Experience must include familiarity with public safety and public works departments.

An up-to-date knowledge of municipal regulatory and legal issues.

Background in similar beachfront or tourist communities will be considered a plus, and familiarity with regulatory agencies integral to waterfronts a premium (Department of Environmental Quality, Department of Natural Resources, Army Corps of Engineers, etc.

The new Manager must possess well-honed time management skills and superior communication capability both verbal, with many strata of people, and in writing. Among other skills that will be expected of respondents who move to the level of candidate are these:

Financial expertise with a history of proposing and implementing viable budget solutions.

Grantsmanship with evidence of procurement and management.

Capital project (infrastructure) management.

Labor negotiation.

Economic development, particularly in the area of downtown development and tourism support.

Planning and zoning; Manager serves as zoning administrator

Facilitation of successful intergovernmental relationships particularly with other communities, townships, federal and state agencies, and tribal governments.

The ability to lead, direct, delegate, and assure accountability of processes and projects.

The new City Manager of New Buffalo will be an energetic extrovert who is openly passionate about his or her new community. The chosen administrator must be a person with a sense of humor who truly enjoys the work and is:

- Decisive with the ability to take charge and move things forward
- A person with a sense of character
- Accessible, friendly, and responsive to residents
- Creative
- Flexible and open to change
- Organized with an eye toward the details
- Optimistic
- Willing to take on challenges, who doesn't take all manner of dissent personally

Application Process

Apply by close of business February 19, 2021

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

afidler@cityofnewbuffalo.org
OR mail to: City of New Buffalo Clerk
224 W Buffalo St.
New Buffalo, MI 49117

Questions can be directed to Amy Fidler at 269-469-1500

Candidates desiring confidentiality of their interest, as allowed for and provided by Michigan law, must indicate such in a separate subject line about the body of the cover letter.

This search is conducted by an equal Opportunity Employer.

