



ASSISTANT TO THE CITY MANAGER OFFICE OF THE CITY MANAGER

The City of Portage is seeking a highly professional individual for the position of Assistant to the City Manager. This position will perform various highly responsible administrative support functions in the City Manager's Office, including those requiring a significant level of expertise in a specific area; managing complex program assignments; analyzing program effectiveness, and identifying opportunities for improvement. This position will serve as the staff liaison to an advisory board or commission. The ideal candidate will possess superior administrative and communication skills, exercise good judgment, and maintain confidentiality while providing excellent customer service. A strong understanding of municipal administration is required including, but not limited to, practices of budget preparation and monitoring; local, state, and federal laws, and ordinances; state and federal legislative and regulatory processes; experience in grant writing and administration; public relations practices and techniques; and knowledge of inclusion programming in a public setting.

A Bachelor's degree in an appropriate field from a four-year college and three years of pertinent experience, or an equivalent combination of education and experience are required. A Master's degree in Public Administration, Business Administration, or a related field is preferred.

The annual salary for the position is \$49,300 to \$66,700, with an excellent benefits package.

For consideration, please apply online at www.portagemi.gov, and include a cover letter and resume. Applications are available in the Department of Human Resources, City of Portage, 7900 S. Westnedge Ave., Portage, MI 49002.

Please contact the Human Resources Department with any questions by calling (269)329-4533, or texting (269)358-8637.

The City of Portage is an Equal Opportunity Employer