



# **BERKLEY, MICHIGAN CITY MANAGER**

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# BERKLEY, MICHIGAN CITY MANAGER

## COMMUNITY BACKGROUND

Berkley, MI (pop. 15,194) – The City of Berkley is located in Oakland County, Michigan, offering a comfortable blend of small-town living and an authentic urban experience, with easy access to major metropolitan areas and amenities. The City is proud of its award-winning downtown; community events; excellent housing options; and welcoming culture, the City of Berkley is a place where residents, businesses and visitors can BE ENGAGED.

The city is a closeknit community of people who care deeply about their neighbors and their neighborhoods. Recognized as a great community for young professionals, families, and to retire in; Berkley truly is the place for everyone!



## AWARDS/RECOGNITION

#1 Best Places to Buy a House in the Detroit Area (niche.com)

#2 Best Places to Live in Michigan (areavibes.com)

#5 Best Places to Retire in Michigan (insidermonkey.com)

#19 Safest Cities in Michigan (safewise.com)

#10 Best Places to Live in Michigan (niche.com)

#2 Best Places to Buy a House in Michigan (niche.com)

#6 Best Places to Raise a Family in Michigan (wallethub.com)

#4 Best Places for Young Professionals in Michigan (niche.com)

**All awarded in 2024!**



## AT A GLANCE

Population: **15,194**

Land Area: **2.62** square miles

Population per square mile: **5,810**

Households: **6,954**

Median age: **37.6**

Median Home Value: **\$275,100**

Owner-Occupied Housing: **85%**

Median Household Income: **\$108,125**

Bachelor's degree or higher: **58.5%**

# CITY GOVERNMENT

Berkley is governed under a Council-Manager form of government. The Mayor and six City Council members serve as the policy-making body of the City. By City Charter, the City Manager is responsible for the proper administration of the affairs of the city and charged with enforcing all laws, ordinances, and policies set forth by the City Council.

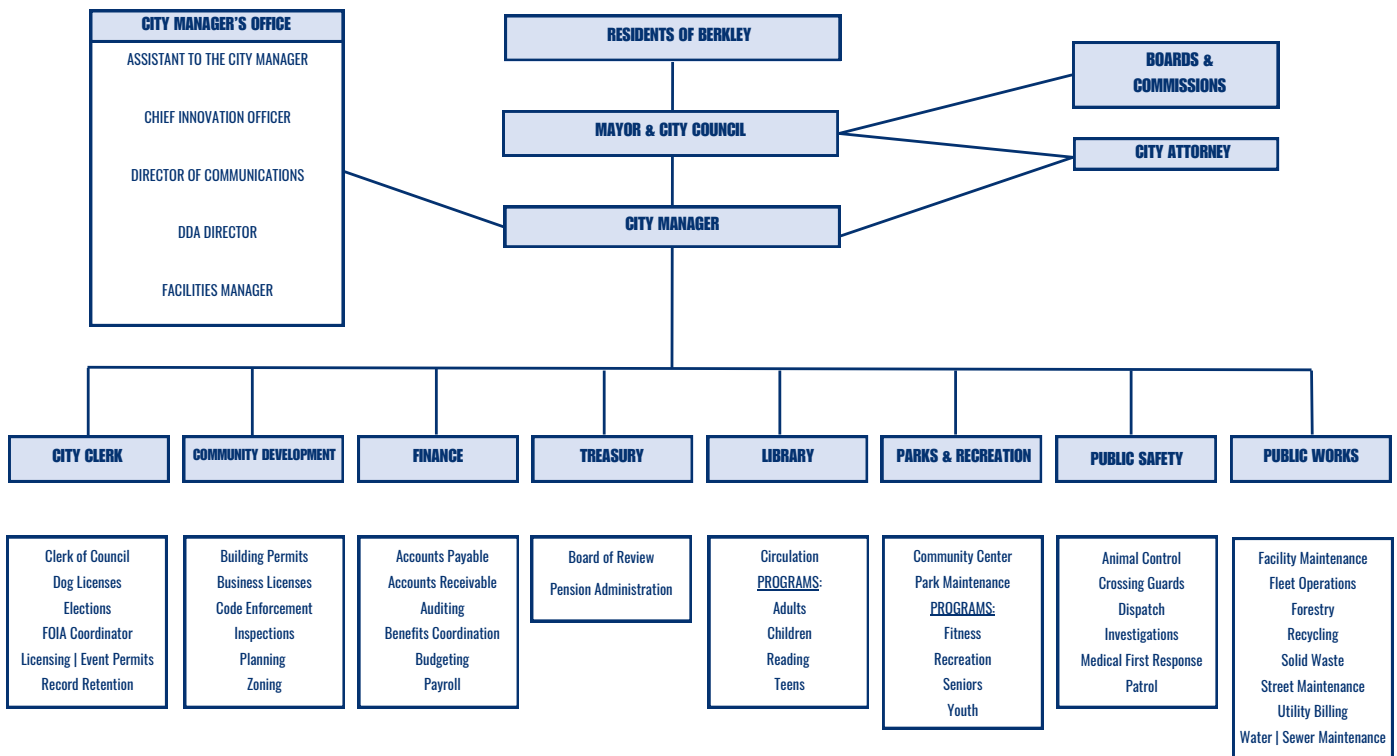


The City's General Fund budget is approximately \$15.5 million, and its total all-fund budget is about \$37.8 million. Berkley has approximately 88 full-time and 40 part-time/seasonal staff. Most full-time employees are represented by collective bargaining units. An important priority for the next City Manager is to support and retain Berkley's valued employees and attract dedicated public servants, including the recruitment and retention of key positions. The City Manager will have an opportunity to document and implement a succession plan that will maintain the core quality of life services of the City.

From Section 8.4 of the City Charter: *The council shall appoint a manager who shall be responsible to the council. The manager shall be the chief administrative officer of the city government. The manager shall be selected on the basis of training and ability alone. The council may designate an appointive officer or employee of the city to serve as an acting city manager who shall perform the duties of the manager during temporary absence or incapacity. The council shall designate a qualified person as interim manager during a vacancy in the office. No person who has been elected a member of the council under this charter shall be eligible for appointment as manager or acting manager until two years have elapsed following the expiration of the term for which they were elected.*



## CITY OF BERKLEY ORGANIZATIONAL CHART 2024-2025





## DOWNTOWN

Retro Feel. Metro Appeal. Just a short 20 minute drive from Detroit, Downtown Berkley is full of small town charm perfect for families, friends, and couples. The downtown offers two great shopping districts filled with some of Detroit's best small business owners. From great fashion and a variety of arts to hand-crafted jewelry and delicious dining, Berkley truly has it all! Proud of its 2023 Main Street America accreditation, Downtown Berkley is the heart of the community and a destination for visitors. Downtown Berkley has a thoughtful Master Plan that is guiding an already dynamic downtown into the future.

With over three-dozen events, Downtown Berkley likes to have a good time. From classic fun at the Berkley Crusefest to unique community favorites like Boo!kley there is an event (and season!) for everyone!

## SCHOOL SYSTEM/EDUCATIONAL OPPORTUNITIES

The Berkley School District is made up of a childcare/early education center, four elementary schools, one middle school, one high school and one International Baccalaureate World School. The school district serves more than 4,500 students ranging in age from newborn through adulthood for people living in Berkley, Huntington Woods and a section of Oak Park. In addition, the community is close to several private K-12 schools.

Berkley is in close proximity to Oakland Community College's southeast campus and is near several other institutions of higher education, including Wayne State University, University of Detroit Mercy and Oakland University. Berkley's location also offers easy freeway access to the University of Michigan and Michigan State University.



## CHALLENGES/OPPORTUNITIES FOR THE CITY MANAGER

The City of Berkley offers its next manager an exceptional opportunity to lead one of Michigan's premier downtown communities. The position requires an individual who can work openly and productively with elected officials, staff, and the citizens, while maintaining a strong sense of vision for the community.

The City has retained the services of a professional consultant to both serve as interim City Manager and to facilitate strategic prioritization to align the City Council, staff, and stakeholders. This work will accelerate the next manager's understanding of the important, agreed upon, priorities of the City Council. The next City Manager will have an opportunity to work with the consultant to integrate their input into the plan and move forward with the City Council.

Building trust with the community will be the top priority for the next manager. This will be achieved through proactive communication with all stakeholders. The manager must be a leader who is willing to engage directly with individuals, utilizing various channels and tools to provide information in the manner stakeholders prefer.

In May 2023, the community rejected a Headlee override millage. The City is currently reassessing its long-term needs. Early in their tenure, the City Manager will need to develop a deep understanding of the city's finances and lead the community in creating a balanced and effective fiscal plan. This process should intentionally and creatively involve all stakeholders.

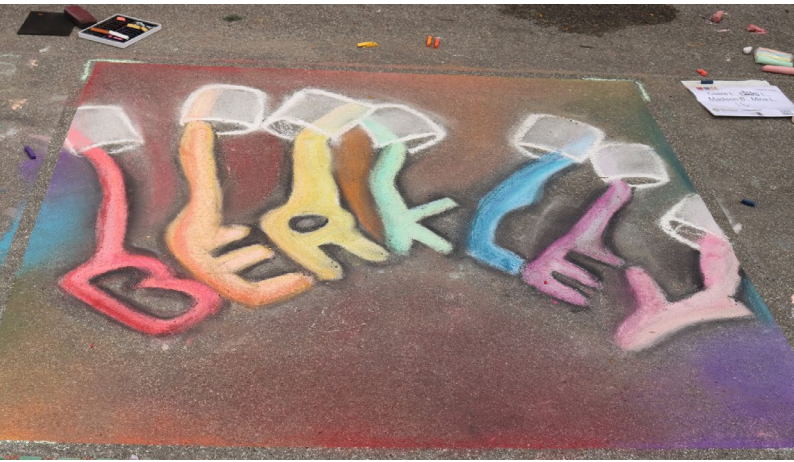
Berkley is a place that everyone can be comfortable and call home. The city must maintain this quality while addressing significant infrastructure and services demands. Balancing the traditional feel of the community with redevelopment interest, the next manager will lead the community forward with a steady vision.

Proactively promote and model a work environment that blends accountability and a positive social environment. The City Manager must both mentor and hold employees accountable in order to achieve the city's ambitious goals, with an opportunity to engage staff directly in community opportunities and challenges.

Recruiting and retaining excellent public employees is a challenge for all local governments. It is crucial that the next City Manager develops and executes strategies to retain Berkley's outstanding employees and attract top talent to serve the community. As they develop an understanding of the city's employee talent, the manager will have an opportunity to develop a flexible succession plan.

City stakeholders have an active social media presence. The manager must be able to effectively develop strategies to communicate on social media to highlight the positive aspects of the city, clearly articulate challenges, and set a bold and ambitious vision for the future.





## MANAGEMENT STYLE AND PERSONAL TRAITS

Berkley is most interested in individuals who have proven experience in developing a responsive and accountable culture, are exceptional at setting priorities, and will be focused on the City’s long-term financial goals and sustainability.

The City is looking for an excellent executive leader who will facilitate an effective relationship with the City Council. Providing them with the information they need to make effective policy decisions and tactfully guiding City Council to stay focused on the agreed upon priorities of the community.

The successful candidate will have excellent communication skills and will proactively engage with the diverse constituencies of the City. They will be a confident leader who can skillfully address various opinions, while remaining focused on the City’s long-term objectives.

The next manager will have thorough knowledge of a wide range of local government topics and extensive experience in engaging with elected leaders.

The City is seeking individuals who think strategically, keeping the long-term best interests of the community as the most important.

Candidates must possess a high level of personal and professional integrity, gaining respect and inspiring the trust and confidence of co-workers and elected officials, and other stakeholders.

It is important for the appointed individual to have a genuine passion for public service; be devoted to the staff, citizens and the community.

Individuals who will be results oriented on key initiatives and are excited to be a part of the Berkley community are encouraged to apply.

## BACKGROUND AND EXPERIENCE

- Possess a thorough knowledge of the principles and practices of advanced public administration, including finance, budgeting, planning, human resources, public safety and public works.
- Have strong leadership skills with an emphasis on customer service, teamwork and collaboration.
- Demonstrate a history of retaining and attracting professional staff, and experience in evaluating staffing needs and implementing changes to meet current and future fiscal and program service needs.
- Bachelor’s degree in Public Administration, Business Administration or closely related field is required. Master’s Degree in Public Administration or related discipline is preferred.
- Five or more years of progressively more responsible municipal management experience is required, preferably as a City Manager and/ or Assistant Manager; or other professional experience comparable to this requirement.

## WAGE AND APPLICATION

Salary is \$140,000 – \$160,000, dependent on qualification and experience (DOQE). The City offers its employees a comprehensive benefit package. The City of Berkley is an equal opportunity employer.

Apply with resume, cover letter, and contact information by August 12, 2024. If you have questions, please contact Jaymes Vettrano, GovHR USA, Tel: 847-380-3240.

CLICK HERE TO APPLY:  
[Careers Page GovHR | GovHR USA](#)

*\*\*Credit for contributing to the narrative and photographs: the City of Berkley, census.gov, downtownberkley.com, and bekleyschools.org.*

