

City of Allen Park, County of Wayne,  
State of Michigan

**ORDER No. 2014-046**

**AN ORDER SETTING FORTH THE CITY OF ALLEN PARK'S MINIMUM JOB REQUIREMENTS AND STANDARDS FOR THE RETENTION OF CITY ADMINISTRATORS AS STATED IN THE APPROVED AND AUTHORIZED JOB DESCRIPTION.**

WHEREAS, under Local Government Fiscal Responsibility Act, Act 72, Public Acts of Michigan, 1990, as amended ("Act 72") and as superseded by the Local Financial Stability and Choice Act, Act 436, Public Acts of Michigan, 2012 ("Act 436"), as well as any successor Acts, and a Contract (the "Contract") dated October 25, 2012 between the State of Michigan and Joyce A. Parker, Joyce A. Parker has been appointed as the Emergency Manager (the "EM") of the City of Allen Park, County of Wayne, Michigan (the "City") and is thereby charged with the power and authority to take all actions necessary to develop and implement financial and operational plans, to regulate expenditures, investments, ensure compliance with federal, state and local laws, regulations, rules, local laws and make provisions for services essential to the public health, safety, and welfare of the City of Allen Park, including the power to exercise the authority and responsibilities of the Mayor, the Chief Administrative Officer of the City, and of the City Council, as the governing body of the City, concerning the adoption and enforcement of ordinances and resolutions affecting the financial condition of the City as provided in the Home Rule City Act, Act 279, Public Acts of Michigan, 1909, as amended ("Act 279"); and

WHEREAS, pursuant to Act 436 and specifically MCL 141.1552(1)(g) authorizing an emergency manager to make, approve, or disapprove any appropriation, contract or expenditure and MCL 141.1552(1)(dd) and (ee) which provides that an emergency manager has the power and authority to exercise, on behalf of the local government, all authority and responsibilities of the governing body including enforcement of ordinances and resolutions as provided under the Home Rule City Act, 1909 PA 279, and take any other action or exercise any power or authority of any officer, employee, board, and commission, recognizing that the power of the emergency manager shall be superior to and supersede the power of any of the aforementioned officers or entities;

WHEREAS, to comply with all legal mandates and to safeguard the proper professional administration and management of the operations of the City of Allen Park, certain minimum educational, experience, demonstrated skills, professional and other qualifications, as reflected in the attached job description, shall hereby be required of all future successful candidates for the position of the City Administrator for the City of Allen Park, unless modified in writing by the State of Michigan;

WHEREAS, to comply with all legal mandates and to safeguard the proper professional administration and management of the operations of the City of Allen Park, certain powers, authorities, duties, and responsibilities shall be given exclusively or otherwise to the City Administrator presently hired and all future Allen Park City Administrators, unless modified in writing by the State of Michigan, to ensure and enable the City of Allen Park to work productively with the State of Michigan, to continue implementing and otherwise carrying out the initiatives, reorganizations, budgetary mandates, processes, procedures, compliances, and restraints, other changes, policies, programs, plans, projects, development and redevelopment ideas and directions created, implemented, begun, launched, instigated, or activated by the Emergency Manager for the benefit of the Allen Park community, as well as other such actions said City Administrator, over the term of her (his) administrative term, may deem appropriate and in the best interests of the City's residents and other stakeholders;

WHEREAS, this ORDER is necessary in order to fully carry out the duties and responsibilities required of the Emergency Manager as set forth in Public Act 436, the Contract and the emergency financial plan;

**RESOLVED, NOW THEREFORE, IT IS HEREBY ORDERED BY THE EMERGENCY MANAGER OF THE CITY OF ALLEN PARK, PURSUANT TO PUBLIC ACT 436 of 2013, THE CONTRACT, AND ALL OTHER RELEVANT LEGAL MANDATES THAT:**

- 1) All successful candidates for the position of City Administrator hired by the City of Allen Park from the date of this ORDER forward shall possess the minimum education, experience, demonstrated skills, and other professional qualifications set forth in the attached job description. Further, pursuant to this ORDER this Job Description for a City Administrator shall not, under any circumstances, be amended to lower such professional standards, unless otherwise modified in writing by the State of Michigan;
- 2) Pursuant to hiring qualifications used and this ORDER the present City Administrator meets all qualifications set forth in the attached job description;
- 3) The powers, authorities, duties, and responsibilities as set forth in the attached Job Description shall be exercised by the present and all future City Administrators and are hereby entered as permanent qualifications but may be amended to increase the professional qualifications and standards, with the State's approval,
- 4) Pursuant to this ORDER, elected Officials, appointed officers, administrative department heads, and all other employees, staff, and volunteers shall hereby recognize, respect and otherwise conduct City business in a manner that is compatible with the role, powers and authorities vested in this administrative position as reflected in the job description and other related Orders and documents;
- 5) Any changes proposed to the Job Description that are allowable pursuant to this Order must reflect an intent to do the following: comply with all legal mandates, safeguard the proper professional administration and management of the operations of the City of Allen Park, ensure and enable the City of Allen Park to work productively with the State of Michigan, continue implementing and otherwise carrying out the initiatives, reorganizations, Orders, budgetary mandates, processes, procedures, compliances, and restraints, other changes, policies, programs, plans, projects, development and redevelopment ideas and directions created, implemented, begun, launched, instigated, or activated by the Emergency Manager for the benefit of the Allen Park community, as well as other such actions said City Administrator, over the term of her (his) administrative term, may deem appropriate and in the best interests of the City's residents and other stakeholders;
- 6) All orders of the EM, contracts, resolutions of the Allen Park City Council, and parts of resolutions or orders in conflict with this Order are hereby repealed to the extent of such conflict.

IT IS SO ORDERED this 24<sup>th</sup> day of September, 2014.



JOYCE A. PARKER  
Emergency Manager  
City of Allen Park

# CITY OF ALLEN PARK

## JOB DESCRIPTION

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<b>TITLE:</b>	<b>CITY ADMINISTRATOR</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>UNION/ NON-UNION:</b>	<b>Non-Union</b>
<b>FLSA:</b>	<b>Exempt</b>
<b>UPDATED:</b>	<b>September 2014</b>

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**JOB SUMMARY:** The City Administrator shall be the Chief Administrative Officer of the City. He/she shall be responsible for the direction and oversight of all City Departments, City functions and City staff. The City Administrator reports to the Mayor and City Council and is the contact person for the Receivership Transition Advisory Board during the time the City is under State Receivership.

### **ESSENTIAL FUNCTIONS:**

- Responsible for the day-to-day operations of the City and directs and supervises all City employees. The City Administrator is also responsible for the hiring, firing, disciplining, direction, supervision, training, and evaluation of all City employees.
- Coordinate efforts for long term planning including the reuse of vacant land, encouragement of current and business and industrial operations, attraction of new businesses and industry, and improvement to the residential areas of the City.
- Work in cooperation with other local communities, counties, authorities, the State of Michigan, the Federal Government, the judicial system and any other group or organization within or without the City.
- Receive and respond to citizen inquiries and complaints.
- Serve on various boards and commissions and provide staff assistance.
- Oversee the administration of all City benefit programs for both active and retired City employees, oversee the negotiation and implementation of all Union contracts, investigate and respond to all grievances and discrimination complaints.
- Act as primary contact between the Mayor and City Council and City staff.
- Prepare, oversee and implement the City's operating budget.
- Prepare monthly, quarterly and annual financial reports regarding activities of the City.

## **CITY ADMINISTRATOR (continued)**

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- Oversee the purchase of goods and services for use of all City functions and operations.
- Provides advice and recommendations to the Mayor and City Council regarding resolutions and ordinances related to Policy issues.
- Work in concert with the City Clerk on the development of City Council agendas.
- Administer the construction and assist responsible Department Heads with the maintenance of city properties.
- Work to secure additional financial resources for the City through cooperative efforts in the form of grants, low interest loans, and contribution of other resources.
- Provide information and assistance to news media and the public.
- Audit and verify all claims against the city.
- Perform such work as directed and/or ordered by the Emergency Manager's Orders, the State of Michigan, the Receivership Transition Advisory Board (TAB) and the Mayor and City Council.

### **EDUCATION and/or EXPERIENCE**

#### Qualifications and Requirements:

- Bachelor's Degree in Public Administration, Business Administration or some closely related field and a minimum of five (5) years of local government experience as a City Administrator, City Manager, Assistant City Manager, or Department Head in one or more communities of comparable size having a Council/Manager form of government.
- Experience in Economic Development, Grant Management, Personnel and Labor Relations, Intergovernmental Relations, Parks and Recreation and Budget and Finance.
- Master's Degree in Public Administration desired.

#### Knowledge and Skill:

- Considerable knowledge of public or business administration including supervisory practices and procedures.
- Considerable knowledge of the procedures involved in the assessment, collection, recording investment and handling of taxes and other receipts.
- Considerable knowledge of municipal organization and functions.
- Reasonable knowledge of accounting principles, practices, and procedures as applied to municipal operations.

- Ability to prepare and maintain detailed records and reports.
- Initiative and resourcefulness in handling problem situations.
- Tact and diplomacy in dealing with the public.
- Ability to work effectively with departmental officials, employees and the general public.
- Excellent oral and written communication skills.

#### **PHYSICAL REQUIREMENTS & WORK ENVIRONMENT:**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

- **Environment:** Tasks are performed in both inside office and outside environmental conditions.
- **Mobility:** Sitting, standing, walking for prolonged periods of time, extensive use of computer keyboard.
- **Vision:** Vision acuity to read numerical figures, see distant and close objects.