

**Executive Recruitment for**

**HAMTRAMCK, MICHIGAN**

**CITY MANAGER**

GovHR USA is pleased to announce the recruitment and selection process for a City Manager for Hamtramck, Michigan. This brochure provides background information about the City of Hamtramck, as well as the requirements and expected qualifications for the position. Candidates should apply by November 20, 2017 with resume, cover letter and contact information for five work-related references at [www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment) to the attention of Jaymes Vettrano, Vice President, GovHR USA, 650 Dundee Road, #270, Northbrook, IL 60062. Tel: 248-379-8923. Email: [jvettrano@govhrusa.com](mailto:jvettrano@govhrusa.com). Hamtramck is an Equal Opportunity Employer.

**Jaymes Vettrano, Vice President**

GovHRUSA, LLC  
630 Dundee Road, Suite 130  
Northbrook, Illinois 60062  
847-380-3240  
Formal Applications should be submitted to:  
[www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment)



### PROFESSIONAL ANNOUNCEMENT

Hamtramck, MI (pop. 22,423) – The City of Hamtramck is the most internationally diverse city per capita in Michigan. The city's two square miles are surrounded by Detroit and Highland Park and it has the distinction of being the most densely populated city in the State. Hamtramck is a few short miles from downtown Detroit and just minutes from world-class medical facilities, higher education and museums. The city is conveniently located near major highways connecting it to Michigan's beautiful waterways and natural resources. Hamtramck is known as a warm community of close-knit neighborhoods, interesting shops and public art, excellent restaurants, and lively festivals.

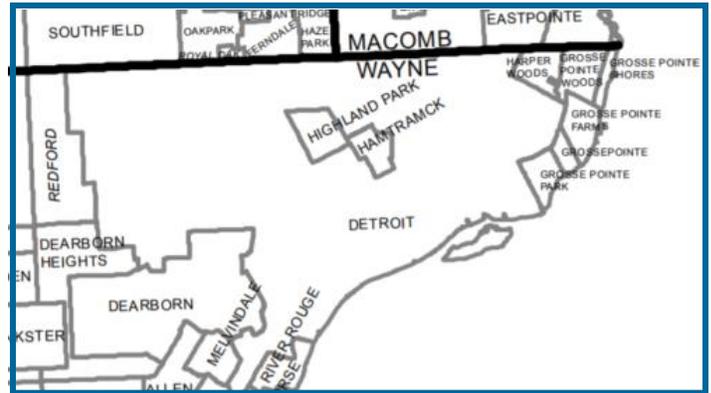
Hamtramck is home to many thriving ethnic and community organizations and houses of worship. Dozens of languages are spoken throughout the city, contributing to a tapestry of cultural variety; making Hamtramck a vibrant and unique place that must be experienced to be appreciated. Hamtramck is a city with a strong sense of identity, which prides itself on welcoming new businesses, residents, and visitors to share its culturally rich assets. In recent years, as a result of difficult economic conditions, the city has dealt with budget deficits and declining revenues. The city is ready to write the next chapter in its resilient and interesting history.

The city is most interested in individuals who have strong knowledge of a wide range of local government issues including having a proven track record in finance, budget preparation, labor relations, grant writing and administration, inter-governmental relations, and cross-cultural interactions. Candidates must have the ability to communicate with elected officials, staff, and public in a trustworthy and ethical manner. Ideal candidates will have experience working in diverse communities and experience in redevelopment, collaboration, and economic development. Individuals who have the ability to think strategically and remain focused on the city's long-term goals, while offering visionary leadership and high energy passion for local government, are encouraged to apply.

Candidates are required to have a minimum of three years' experience as a city manager or assistant city manager in a city with a population of at least 10,000 (required by City Charter); be a member of a professional city/county manager association (required by City Charter); after accepting employment, must live within a thirty (30) mile radius of the City of Hamtramck (required by City Charter); Bachelor's degree in Business Administration, Public Administration or closely related field; Master's Degree in Public Administration or related discipline is strongly preferred. The starting salary is \$95,000+, DOQE.

Apply with resume, cover letter, contact information, and five (5) professional references by November 20, 2017; to the attention of Jaymes Vettrano, Vice President, GovHR USA, 630 Dundee Road, Suite 130, Northbrook, IL 60062 Tel: 847-380-3240.

[CLICK HERE TO APPLY](#)



### COMMUNITY BACKGROUND

Hamtramck is Michigan's most densely populated municipality and also its most diverse. Spanning two square miles, Hamtramck is uniquely positioned, surrounded by the City of Detroit, in Wayne County, near the international U.S.-Canada border. Known as the "World in Two Square Miles," over thirty languages are regularly spoken on the streets of Hamtramck. The main ethnic groups are Bengali/Bangladeshi, Yemeni, Polish, Bosnian, and African American. According to the United States 2010 Census, the racial makeup of the city was 53.6 percent White (which includes people of Middle Eastern ancestry), 19.3 percent African American, 0.3 percent Native American, 21.5 percent Asian, and 4.7 percent from two or more races. Hispanic or Latino of any race were 1.5 percent of the population. Hamtramck has a traditional downtown where the majority of its architectural stock harkens to a century ago. Known for its vibrant cultural character, festivals and community activities take center stage, making it an exciting place to both visit and live. Hamtramck has one of the highest percentages of households with children, at 43%.

Hamtramck is served by Hamtramck Public Schools, a separate governmental unit. The district has a student population of 2,977 and a graduation rate of 72% (2016). The Hamtramck Public Schools mission, *in partnership with families and the community, is to be a model center of life-long learning and recreation, while serving its multicultural population by achieving excellence in education, maximizing each individual's potential in a safe, nurturing environment.* The city is also served by several

charter schools. The city is served by Wayne County Community College and is in close proximity to Wayne State University and the University of Detroit Mercy.

Significant local employers include American Axle & Manufacturing, NuVue Foods, Kowalski Sausage, and Metropolitan Baking Company, but the majority of its activity comes from small business owners, restaurateurs, entrepreneurs, and a burgeoning artist community. It is also home to specialty food manufacturers such as Bon Bon Bon artisan chocolatier.

## FESTIVALS AND EVENTS

Hamtramck is home to many festivals and events, which highlight the diversity and cultural richness of the community. A few of the city's festivals include:

### Paçzki Day

There is a good reason Detroiters head to Hamtramck on Paçzki Day (aka Fat Tuesday): the city's many Polish bakeries don't stop at one or two varieties of the paçzki. In addition to eating paçzki, Detroiters can head to Hamtramck to simply celebrate them. The Paçzki Run is a 5K run through Hamtramck on the Saturday before Paçzki Day. The event is apparently aimed at helping people make room for those paçzki!

### Hamtramck Music Festival

The Hamtramck Music Festival is an annual event held during the first weekend of March. This multi-day festival features nearly 200 performances that take place in over 20 venues throughout the City of Hamtramck. The non-profit event, where all bands donate their time, supports local music charities and music education for youth.

### The North American Bangladesh Festival

The North American Bangladesh Festival is held annually in the city by the Bangladesh Association of Michigan. Throughout the weekend the family-friendly festival includes performers and speakers, games, retail vendors, and an abundance of food vendors.

### Hamtramck Labor Day Festival

Live music on three stages, carnival area, beer, and food tents line a half-mile stretch of Joseph Campau from Caniff to Carpenter. The event also features "yacht" races, the Golab-K 5K run, and an assortment of crowd-pleasing events for kids and adults of all ages.

### Planet Ant Film and Video Festival

The Planet Ant Film and Video Festival in Hamtramck celebrates independent movies and the people who make them, featuring comedies, dramas, documentaries, animation and music videos.



## HAMTRAMCK AT A GLANCE

**Population:**  
22,417

**Land Area:**  
2.01 square miles

**Housing Units:**  
8,693

**Median Home Value:**  
\$41,900

**Median Household Income:**  
\$23,759

## CITY GOVERNMENT

Hamtramck is governed under a Council-Manager form of government. The city council consists of six seats. The mayor is elected separately, and votes only in the case of a tie and on ordinances. According to the city charter, the city manager shall be responsible to the council and mayor for the administration of all city affairs. All department heads are under the administration of the city manager. The city has 87 full-time and 20 part-time employees and a budget of approximately \$16 million.

At this time, the city is under the guidance of the State of Michigan Receivership Transition Advisory Board (RTAB) which oversees financial and other decisions made by city council and city management. The RTAB meets monthly with the goal of transitioning the city from State of Michigan oversight back to full local control. Candidates are strongly encouraged to review the Michigan Department of Treasury documents related to the RTAB:

[http://www.michigan.gov/treasury/0,4679,7-121-1751\\_51556-298291--,00.html](http://www.michigan.gov/treasury/0,4679,7-121-1751_51556-298291--,00.html)

One of the most important goals for the next city manager will to lead the city to accomplish all items and satisfy the Emergency Manager's Final Order #2014-20:

[http://www.michigan.gov/documents/treasury/Hamtramck\\_Final\\_Order\\_-\\_Signed\\_478778\\_7.pdf](http://www.michigan.gov/documents/treasury/Hamtramck_Final_Order_-_Signed_478778_7.pdf)

All interviewed candidates will be expected to be familiar with the Final Order and be able to articulate how they intend to lead the city towards accomplishing the goals of the order.



## BOARDS AND COMMISSIONS

Hamtramck has several community boards and commissions, including, the Library Board, Historical Commission, Plan Commission, Zoning Board of Appeals, Recycling Commission, Human Relations Commission, Downtown Development Authority, Housing Commission, Beautification Commission and Parks Advisory Commission.

## CHALLENGES/OPPORTUNITIES FOR THE CITY MANAGER

*The Hamtramck City Manager position offers a unique opportunity for an individual to lead the resurgence of a truly unique urban American city.*

The next Hamtramck City Manager will be expected to:

- Build a culture of trust, authenticity and openness to create a collaborative, solutions-oriented organization.

- Proactively and intentionally engage with stakeholders to mitigate challenges and capitalize on opportunities from the demographic diversity of the city.
- Develop a deep understanding and thoughtfully analyze the city's financial and organizational challenges, and implement a plan to meet the objectives provide by the State of Michigan.
- Intentionally promote diversity and inclusion within city government and among the city's partners.
- Focus simultaneously on increasing the economic vitality of a traditional downtown retail district and on neighborhood investment.
- Grow positive working relationships within the city's government offices, with elected officials and the residents of the community.
- Understand and capitalize on the urban assets of the community and the increased economic investment in the region.
- Review and propose cost-effective means to address both the city's current operational and long-term capital needs.
- Develop appropriate programs that support an environment of on-going professional development.

## Management Style and Personal Traits

The next Hamtramck City Manager will be expected to:

- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, elected, and appointed officials, and other stakeholders.
- Have the interest and desire to understand the city's unique demographics and geography, to truly become part of the community.
- Have a facilitative style that can leverage resources with the private sector and the non-profit community.
- Have an open communication style and a calm demeanor, while holding individuals accountable to challenging goals.

- Be skilled at attracting and retaining highly capable professional staff and experienced in evaluating organizational structure effectiveness and staffing needs and implementing changes to meet current and future fiscal and program service needs.
- Be creative in solving problems, encouraging and empowering employees to find new and better ways to get work done, while also applying, maintaining and respecting the regulatory framework that guides the delivery of city services.
- Have proven verbal communication and listening skills, both one-on-one and in a public speaking venue, treating everyone in a professional and respectful manner.
- Have the maturity and professional stature to project a strong professional and personal presence that will quickly establish credibility and gain respect within the city and the region as a whole.
- Have a genuine passion for public service; be devoted to the staff, residents, and the community.



## CANDIDATE QUALIFICATION CRITERIA

Candidates are required to:

- Have a minimum of three years' experience as a city manager or assistant city manager in a city with a population of at least 10,000 (required by City Charter).
- Be a member of a professional city/county manager association (required by City Charter).
- After accepting employment, must live within a thirty (30) mile radius of the City of Hamtramck (required by City Charter).
- Have a Bachelor's degree in Business Administration, Public Administration or closely related field; Master's Degree in Public Administration or related discipline is strongly preferred.

Successful candidates will have:

- Strong knowledge of a wide range of local government issues, including a proven track record in finance, budget preparation, labor relations, grant writing and administration, inter-governmental relations, and cross-cultural interactions.
- The ability to communicate with elected officials, staff, and public in a trustworthy and ethical manner.
- Experience working in diverse communities and experience in redevelopment, collaboration, and economic development.
- The ability to think strategically and remain focused on the city's long-term goals, while offering visionary leadership and high energy passion for local government.

Starting salary is \$95,000+, DOQE.