SERVICE AREA EXECUTIVE
COMMUNITY SERVICES -
PLANNING, DEVELOPMENT AND PARKS

ANN ARBOR, MICHIGAN

This is an exciting opportunity to live and work in a thriving, progressive, well educated community located in Southeast Michigan. The City of Ann Arbor is seeking a qualified individual to serve as the services area executive, (Service Area Administrator) (SAA), who will oversee and be responsible for the City Planning and Building Development, Parks and Recreation, and Open Space/Park Land Preservation segments of the City government.

A bustling downtown and charming neighborhoods make Ann Arbor an ideal place to live, learn and work. There are seven colleges in and around Ann Arbor including the University of Michigan. As an organization, the City of Ann Arbor's nearly 700 employees provide services to the city's more than 114,000 residents and maintain and enhance the 28 square miles of city limits.

Ann Arbor, known for its acres of trees and progressive environmental initiatives, has something for every interest - performance venues, museums and world-class dining and shopping - from the Ann Arbor Farmers Market and local boutiques to national retailers. Nearly 160 city parks, two city golf courses, two city canoe liveries on the Huron River and endless trails entice residents to enjoy the city's great outdoors.

The City of Ann Arbor has a Council-Administrator form of government. The City Council consists of the Mayor and ten Council members, two from each of Ann Arbor's five wards. The City Council in Ann Arbor is very involved with the City's processes and works interactively with the various departments and employees in Ann Arbor.

The Community Services Area (CSA) has approximately 70 regular and 200 temporary seasonal staff. Community Services contains the following areas/activities: city planning, trades inspection, rental housing inspection, zoning and historic district coordination. parks, and recreation, open space/ park land preservation, community development efforts.

The Planning and Development units process over 2000 permits per year ,1500 plan reviews which are split - 50/50 between commercial & residential building. There are 12 trades' inspectors, 1 plan reviewer, 5 city planners, and 1 zoning coordinator. With a $2.8 million budget.

There are approximately 51,000 units in the Rental Housing Inspection Program, with 6 rental housing inspectors. This is 60% of the housing population in Ann Arbor. In the last two years approximately 2000 units were added through the construction process primarily to support student housing needs for the University of Michigan. With a $1.2 million budget.

The Parks and Recreation unit boasts 160 city parks including; 4 pools, 2 ice rinks, 2 city golf courses, 2 liveries and river cascade, historic rental facility for events, senior center, Natural Area Preservation unit, and skate park. With a $7 million budget.

The Services Area Administrator (SAA) manages and directs the activities of the Community Services Area. (CSA) This position reports to the City Administrator.

The City is looking for a strong leader with a proven track record of organizing and building an efficient and effective team that can deliver both short and long term results.

Qualifications for the Services Area Administrator position include:

- Bachelor's degree from an accredited college or university with a degree in community development, public or business administration, or a related field, a Master's degree in a related field is preferred

- Extensive management experience (10 years minimum), including city planning, building development, local government, community services field, and/or business administration. Including extensive experience in both union and non-union environments

- Ability to locate to SE Michigan in a reasonable time following position offer

- Evidence of continued professional development as shown by participation in professional association activities at the state and national levels and completion of seminars and workshops in the community development, local government management, planning and development fields to stay abreast of changes in the field.

The starting salary will be $120,000 to $130,000 depending upon the experience and qualifications of the selected candidate. The successful candidate will also receive a competitive fringe benefit program. Reasonable relocation expenses will also be provided to the successful candidate.

For additional information on this outstanding opportunity, contact James L. Mercer, President/CEO, The Mercer Group, Inc. at 505-466-9500; jmercer@mercergroupinc.com. Resumes by COB November 13, 2015, **James Mercer, THE MERCER GROUP , INC., 1000 Cordova Place #726, Santa Fe, NM 87505. Voice: 505-466-9500; Fax: 505-466-1274. E-Mail: jmercer@mercergroupinc.com; Website: www.mercergroupinc.com**

The City of Ann Arbor is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, age, marital status, national origin, political ideas or disability in employment or the provision of services.

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