



Deputy City Manager

City of Kalamazoo, Michigan

\$134,212 - \$201,960 DOE/DOQ

The City of Kalamazoo is seeking a strategic, innovative, and community-focused leader to serve as Deputy City Manager. This key executive role supports the City Manager in shaping policy, overseeing operations, and advancing the Imagine **Kalamazoo Strategic Vision**—a roadmap for a more connected, equitable, and thriving city.

As Deputy City Manager, you will provide leadership across multiple departments, ensuring alignment with city priorities, fostering strong relationships with stakeholders, and managing critical initiatives in budgeting, communications, and strategic planning. You will also oversee City Commission agendas, guide organizational development, and help drive public engagement efforts that enhance city services and quality of life.

The ideal candidate is a **collaborative problem-solver**, a **clear and persuasive communicator**, and a **visionary leader** capable of balancing big-picture strategy with operational excellence. If you are passionate about public service and eager to make a lasting impact, we invite you to join us in shaping Kalamazoo's future.



Art on the Mall, Kalamazoo Mall, Downtown Kalamazoo

Our Community

The diverse and welcoming city of Kalamazoo (population 73,598) is nestled in southwestern Michigan approximately 130 miles west of Detroit, 70 miles southwest of Lansing, and 140 miles east of Chicago. It's easily accessible from both I-94 and U.S. 131 and is the county seat of Kalamazoo County.

Kalamazoo is the proud home to the Kalamazoo Promise, three colleges & universities (Western Michigan University, Kalamazoo College, Kalamazoo Valley Community College), nationally recognized healthcare systems, diverse and affordable housing, clean and safe drinking water, and many parks, lakes, and golf courses. A wide variety of businesses call the Kalamazoo area home, including industry leaders in the pharmaceutical (Pfizer, Zoetis), medical science (Stryker), and craft beer industries (Bell's Brewery). Kalamazoo also offers a huge variety of music, visual art, dance, and theater for everyone to enjoy.

With our world-class facilities, incredible arts and culture, highly acclaimed colleges and universities, endless recreational trails and excellent health care providers, it's no wonder that in 2023 U.S. News and World Report named Kalamazoo as the "4th Best Place to Live in Michigan."



Summer Cinema, Frays Park, Westwood Neighborhood



Monroe Building Mural, Downtown



NSRA Street Rod Nationals, Downtown Kalamazoo



Lunchtime Live!, Bronson Park

What Makes Kalamazoo Unique?

Kalamazoo is a city of innovation, opportunity, and community investment. It's home to the **Kalamazoo Promise**, a nationally recognized scholarship program that provides **free college tuition** to graduates of Kalamazoo Public Schools. The Kalamazoo Promise makes higher education accessible to everyone and fosters a highly skilled workforce.

The City of Kalamazoo also boasts the **largest unified public safety department in the country**, seamlessly integrating police, fire, and emergency response services to enhance public safety and efficiency. The Kalamazoo Department of Public Safety is also among the few select law enforcement agencies that are **accredited by the Michigan Law Enforcement Accreditation Program**.

The region's water and wastewater utilities are managed by the City of Kalamazoo. We serve more than 200,000 customers in 11 jurisdictions, providing an average of 20 million gallons of water per day. It's one of Michigan's largest groundwater systems, ensuring a vital and sustainable water supply for residents and businesses

The city has a rich history in pharmaceuticals and medicine, with companies like Upjohn shaping the industry and leaving a **lasting impact on global healthcare**. Today, this legacy continues with a **thriving life sciences and medical research sector** including companies like Zoetis, Stryker, and Pfizer. In 2021, President Joe Biden visited the Pfizer plant in the Kalamazoo area after the COVID-19 vaccine was developed. The Western Michigan University Homer Stryker M.D. School of Medicine was established in downtown Kalamazoo in 2012.



Davis St Park, Vine Neighborhood



Tree Lighting Ceremony, Bronson Park



KDPS Officers at Station 2, Edison Neighborhood



Davis St Park, Vine Neighborhood



Kik Pool, Edison Neighborhood

City Government

The City of Kalamazoo operates under a **commission-manager government**, adopted in 1918. A seven-member City Commission, elected by residents, serves as the legislative body, setting policies and providing leadership. The City Manager, appointed by the Commission, acts as Chief Administrative Officer, overseeing daily operations, service delivery, and administrative appointments. Similar to a Board of Directors and CEO, the Commission sets policy, while the City Manager executes city functions. The Deputy City Manager supports this work by overseeing departments, guiding strategic initiatives, managing communications, and ensuring policy implementation. This role also provides project management support and serves as Acting City Manager when needed, ensuring continuity and efficiency in city operations.

713 Full Time Employees

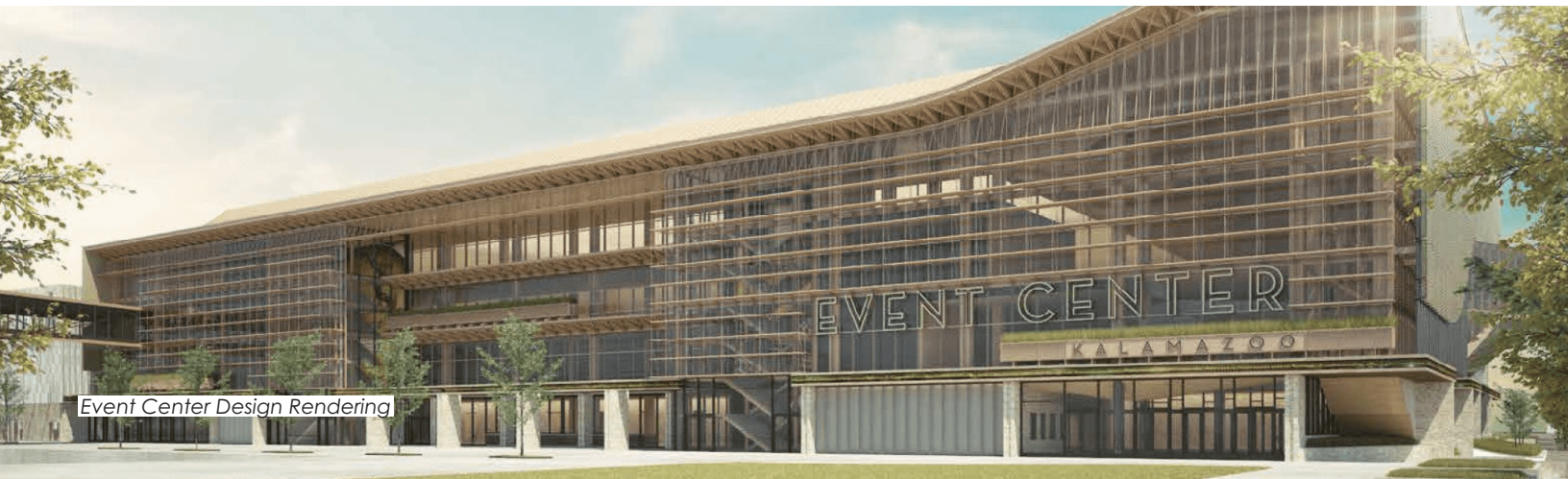
2025 Budget: \$388.7 million

Opportunities

Imagine Kalamazoo 2035 (IK 2035) is the city's community-driven planning process, shaping a new Master Plan and Strategic Vision to guide Kalamazoo's growth over the next decade. Rooted in public input and collaboration, IK 2035 focuses on creating a more vibrant, inclusive, and sustainable city by addressing key priorities such as housing, mobility, economic development, and environmental resilience.

The City of Kalamazoo has been awarded more than \$80 million in federal grants to invest in our downtown transportation network and utilities. This funding is being invested to create **Streets for All**, and convert several high-speed one-way streets into more appropriate two-way downtown streets. This initiative will transform downtown, creating a much better and safer experience for residents, businesses, visitors, tourists, pedestrians, drivers, bicyclists- pretty much everyone!

Work is underway on a new, privately-funded **\$300 million event center** in downtown Kalamazoo. Once completed it will be home to WMU hockey and basketball and the Kalamazoo Wings ECHL hockey team. It will also and host events, concerts, and conventions. A facility like this will open exciting new opportunities to bring regional and national events to Kalamazoo.



Event Center Design Rendering

The Job

The Deputy City Manager is responsible to support the City Manager in implementing the mission of the organization, including strategic planning, implementation, and evaluation of projects and activities within the City, and ensuring that internal and external operations are efficient and effective. This position serves as Acting City Manager if the City Manager and Chief Operating Officer are unavailable.

A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Builds and maintains positive employee relations, ensuring practices are fair and consistent with the City philosophy; leads and models a positive employee culture.
- Serves as a key strategic advisor to the City Manager, providing analyses and recommendations in areas including organizational development, administrative policy and procedure development, citizen concerns and City Commission relationships.
- Acts as the City Manager's liaison to the Public Services and Parks and Recreation Departments, responsible for the following:
 - » Provides guidance, support, and inspiration to department leadership and their teams;
 - » Helps oversee organizational operations and the establishment and monitoring of productivity outputs and quality measures;
 - » Assists with the development and implementation of department short- and long-range projects and plans;
 - » Delivers key results from the Imagine Kalamazoo Strategic Vision; and
 - » Serves as Acting Department Director when vacancies occur at the Director level.
- Oversees the agenda preparation for City Commission meetings, including final approval of all agendas, and monitors the strategic calendar of commission committee of the whole and business meetings.
- Develops community and stakeholder relationships and works with City leadership to align initiatives with community goals.
- Oversees comprehensive City communication matters and projects; works with Communications Team to manage media relations and promote City efforts.
- Oversees the lobbyist contract, coordination, and relationship management.
- Performs administrative approvals for the City Manager's office including purchasing, payroll budgeting and city-wide contracts
- Leads special projects and assumes additional responsibilities, as assigned.

Youth Paddle Event at Woods Lake



The Ideal Candidate

The Deputy City Manager should be a strong communicator and collaborative leader, engaging effectively with the public, staff, and officials. This role requires strategic thinking, a commitment to Diversity, Equity, and Inclusion, and the ability to balance priorities and build consensus. The ideal candidate is highly organized, skilled in project and asset management, and experienced in budgeting and policy development, with a sense of urgency and attention to both big-picture goals and operational details.

Essential Qualifications

- Bachelor's degree in Public Administration, Business Administration or a related field, Master's degree preferred.
- Minimum of seven years of progressively responsible experience in local government management, public policy development, organizational operations, organizational development or related experience.
- Minimum of five years of supervisory experience.
- Experience in visionary leadership, municipal budgeting, and general project management.
- Strong commitment to accountability, transparency, and integrity through high ethical standards.
- Excellent communicator with strong interpersonal skills; demonstrated ability to engage effectively and positively with the public and at all organizational levels.
- Ability to develop consensus around difficult topics and balance competing public and political views and desires.
- Demonstrates a sense of urgency, prioritizes well, shows energy, responds to opportunities, instills urgency in others, and meets deadlines.
- Previous experience with preparing comprehensive municipal reports, including budget/ data analyses, project evaluations, and/or policy recommendations.
- Strong organizational and multi-tasking and skills.

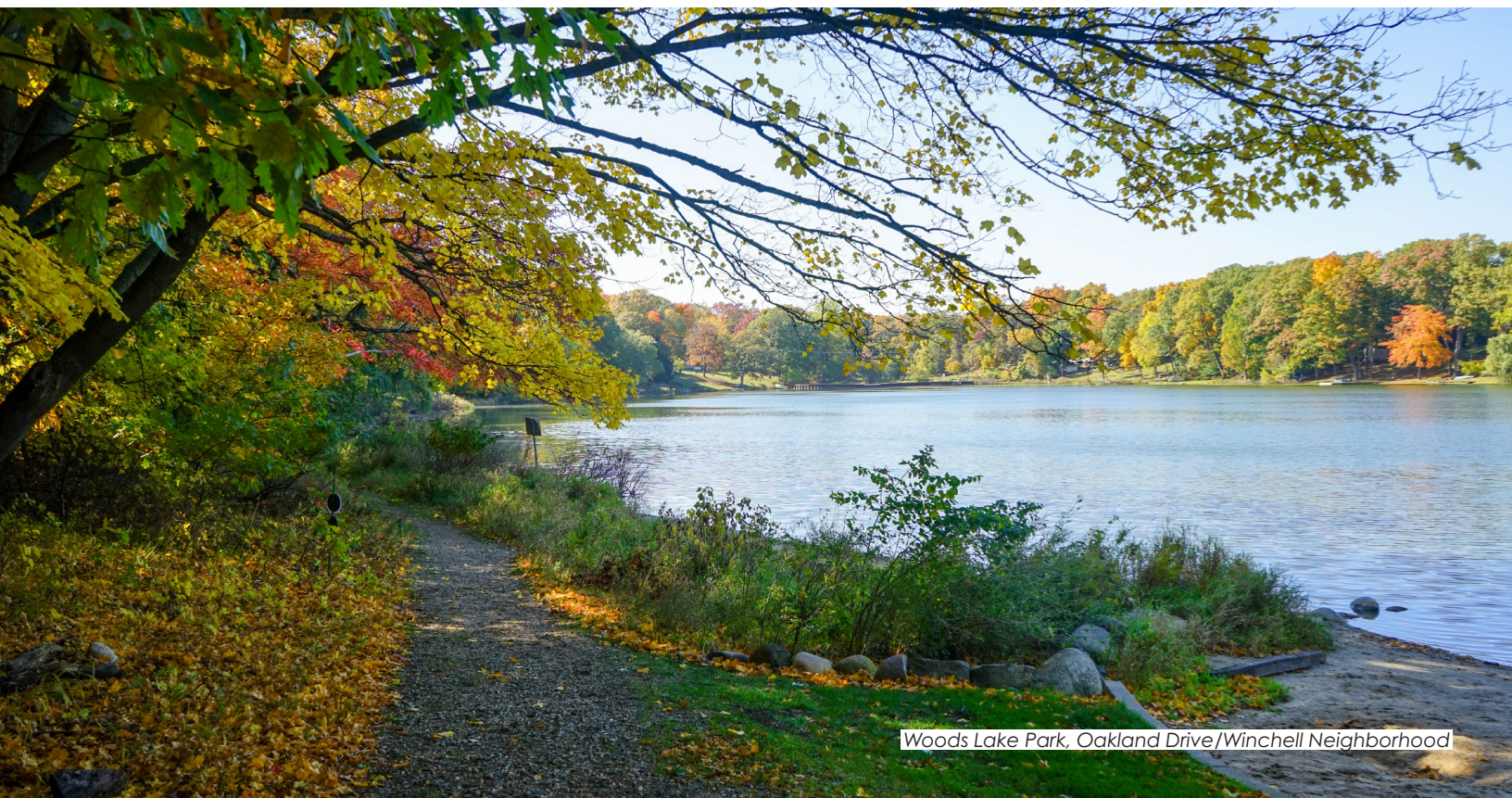
Desirable Qualifications

- Asset management
- Crisis management
- Knowledge of Federal, State, and local rules, regulations, and laws
- Ability to develop budgets with multiple funding sources spread over multiple fiscal years
- Skilled negotiator
- Experience as a department director or deputy director

The City of Kalamazoo is an Equal Opportunity Employer. We strive to be a diverse, equitable, inclusive employer by creating an environment where different perspectives and experiences are welcomed and encouraged. This approach will give each current and potential employee the opportunity to learn, grow and contribute to the City of Kalamazoo.

Salary & Benefits

The City of Kalamazoo offers an annual salary range of \$134,212 - \$201,960 plus comprehensive benefits, including **medical, dental, and vision insurance** with multiple coverage options. The City offers generous employer contributions to **Health Savings Accounts (HSAs)** and flexible spending accounts for healthcare and dependent care expenses. Employees also receive **fully paid life insurance** and long-term disability coverage, as well as access to voluntary benefits like additional life, accident, and critical illness insurance. The benefits package includes **paid time off** with vacation, sick leave, personal days, and 13 paid holidays, along with paid parental leave and bereavement leave. The City provides retirement security through a **defined benefit pension plan**, a **457 deferred compensation plan with employer contributions**, and a **Retirement Health Care Savings Program**.



Woods Lake Park, Oakland Drive/Winchell Neighborhood

How To Apply

Visit www.kalamazoo.org/jobs to view this opportunity and apply. Please provide a resume and cover letter with your application. Applications will be accepted through **March 4, 2025**.

**CLICK TO
APPLY NOW**

Questions? Please contact Shelli Fox at foxs@kalamazoo.org or (269) 337-8000



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