



**BUDGET DIRECTOR/CITY CLERK:** The City of Mt. Pleasant is seeking resumes from service oriented, creative and self-directed individuals to fill the position of Budget Director/City Clerk. Successful candidates will enjoy working in an environment which values and appreciates the contributions of innovative approaches and continuous process improvement to provide quality service to the Mt. Pleasant community.

Mt. Pleasant is a growing and financially stable community located in the geographic center of Michigan's Lower Peninsula. We are a warm and friendly community dedicated to retaining our small town traditions while building a vital economy. The area population officially stands at 25,946 but can swell to two or three times that number due to special events and the approximate 30,000 daily visitors to the Soaring Eagle Resort and Casino, located at the east city limits.

We are also home to Central Michigan University's 27,000 plus students and many of its employees. CMU offers more than 170 programs at the Bachelor, Master, and Specialist Degree levels. Mid-Michigan Community College has a Mt. Pleasant Campus for those who wish to transfer to a university or prepare for a career in health, business or industrial technologies. In addition, five other colleges and/or universities are within 45 miles of Mt. Pleasant. This community is dedicated to education and offers seven neighborhood schools, one middle school and two high schools. In addition, there is one parochial and two charter schools.

The Mt. Pleasant community provides an abundance of recreational and cultural opportunities ranging from hockey to chamber music concerts. Golfers are especially pleased with the thirteen courses available within a half-hour drive. The City Parks and Recreation Department offers a wide range of recreational programs for all ages, including youth soccer, softball, golf, basketball, volleyball, and tennis. In addition, the City operates and maintains eleven parks comprising 300 acres, offering venues for picnicking, swimming, fishing, canoeing, and hiking. The Isabella County park system adds another 900 acres with similar opportunities as well as camping and cross-country skiing.

The Budget Director/City Clerk is a department head level position and reports to the Assistant City Manager/Director of Finance. The position is a salaried, at-will position, and is responsible for performing a variety of budgetary, city clerk, and risk management activities requiring a high degree of accuracy. Successful candidates will be analytical, possess strong research and problem solving skills and enjoy working in a team-based environment. Written and verbal communication skills are key to working with the City Commission, citizens and co-workers.

Microsoft Office suite experience is necessary. The position requires a Bachelor degree in business administration with a major in finance, accounting, or related field with a minimum of three years responsible governmental budgeting or financial analysis and supervisory experience, or an equivalent combination of formal education and experience sufficient to meet the required knowledge, skills, and abilities.

**Hiring** salary range is \$57,000 to low \$60's, depending on qualifications and experience.

To apply for the position, follow the process outlined at <http://www.mt-pleasant.org/depts/hr/ftjobs.htm>. To be considered for the position, all requested information **must** be submitted to the City of Mt. Pleasant Human Resources Department, 401 N. Main Street, Mt. Pleasant, MI 48858 by April 4, 2008. Interviews are tentatively scheduled for April 16 and 17. The position will be open until filled. An Equal Opportunity Employer.