

Assistant City Manager

City of Hastings, Michigan



Photo courtesy of MCSA Inc.

Full Time Salary
\$79,340 – \$99,175 annually

Position open until filled.
Applications are requested by
October 12, 2025.

Contact:
Sarah Moyer-Cale, City Manager
smoyer-cale@hastingsmi.gov

The City of Hastings is an Equal Opportunity Employer.

Assistant City Manager

Join the team in one of the 100 Best Small Towns in America!

Located on the Thornapple River, Hastings provides high-quality services for residents and businesses alike. Hastings hosts numerous unique events throughout the year and its public art displays are well known throughout the state. Hastings' thriving downtown, quality schools, and prime location make Hastings a great place to live in any stage of life.

The City of Hastings is home to the annual Jazz Festival, Summerfest, and Jingle and Mingle events. It is also the home of the Barry Roubaix, an annual gravel bike race with 5,400 competitors. Our summers are filled with music events at outdoor venues while our downtown has visitors shopping, dining, and enjoying our local social district year-round.

Hastings is a walkable and bikeable community with twelve park and entertainment venues including a 2.2 mile riverwalk trail and dog park. A road-trip lover's delight, Hastings is nestled at the crossroads of M-37 and M-43 with easy access to Grand Rapids, Lansing, Kalamazoo, and Battle Creek. Nearby attractions include the Barry Expo Center and Fairgrounds, Gilmore Car Museum, Yankee Springs State Park, the Pierce Cedar Creek Institute, and Gun Lake Casino Resort. Corewell Health Pennock Hospital is located within the city limits offering a variety of healthcare services.

Population: 7,514

Land Area: 5.29 sq mi

Median Age: 41.7 years

Median Household Income: \$56,309

Median Home Value: \$159,000

Walk Score: 77





The Organization

The City of Hastings has a Council-Manager form of government with a mayor and eight council members representing four wards. The City organization has six primary departments that report to the City Manager, including Community Development, Police, Fire, Finance/Clerk, Assessing, and Public Services. The Library is a city department, but has its own board. This position is being created in part to support the transition of the Public Services Department from having a director to being overseen directly by the City Manager's office.

The Position

The Assistant City Manager will support the City Manager's office through research and oversight of special projects. The Assistant City Manager must have strong and proven oral and written communication skills as they will serve as the public communications director and maintain effective relationships with residents, news media, City officials, employees, business representatives, volunteers, and other interests. Capital projects programming and related purchasing will also be a responsibility of this position. The position will apply for and oversee the implementation of various grants and will manage the city hall facility. The Assistant City Manager will serve as manager when the manager is absent.

Upcoming Projects

- Green and Market Street reconstruction project
- Exploring new revenue sources for road and sidewalk improvements
- Create sidewalk inspection plan
- East State Street corridor planning for 2028 reconstruction
- Implementation of a new Citizen's Academy program
- Revising implementation of public participation plan
- Improving street tree management program
- Creating a public communications strategy
- Developing an informative video series on municipal topics

Candidate Qualifications:

- Bachelor's degree in public administration, business, finance, communication, or related area. Credentials beyond the degree requirement preferred, including professional certification and/or master's degree.
- Minimum three (3) years of job-related experience with progressively increased management responsibility.
- Knowledge of professional public management techniques involved in project management, communications and public relations, and community and employee relations.
- Possess a high level of interpersonal skills and proven ability to communicate effectively orally and in writing, and to make presentations in public forums.
- Ability to gather and analyze data and prepare accurate and timely reports, memoranda, letters, and responses to requests for information.
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- **Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility. Extensive knowledge of Microsoft Office programs and social media platforms.**
- **Proven ability to maintain a professional leadership image to the organization and the public, both on and off duty. Ability to routinely demonstrate a commitment to the mission, vision and values of the City.**
- **Ability to critically assess situations and solve problems, to work efficiently and under stress, and to perform within deadlines and with changing work priorities.**

Compensation and Benefits

This is a full-time, exempt position with a salary range of \$79,340 – \$99,175 per year. Provided benefits include 11 paid holidays, vacation, sick time, personal time, employer-paid premium health and dental insurance, life insurance, and MERS hybrid plan retirement.

APPLY TODAY!

Apply via email with cover letter, resume, and five professional references by October 12, 2025. Applications and any questions regarding the position can be made to the City Manager by email to smoyer-cale@hastingsmi.gov or by calling 269-948-3875.

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