

Darwin McClary

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Objective

Seeking a professionally challenging position in municipal management that will fully utilize my knowledge, skills, and abilities in the functional areas of organizational management, personnel and civil service administration, labor relations, budgeting and finance, capital improvement planning, community and economic development, grants procurement and administration, strategic planning, project management, board and commission support, and citizen service.

Education

2002-2004 Golden Gate University San Francisco, California

- **Executive Master of Public Administration** – April 2004
- Cumulative GPA of 3.933 – graduated with high honors
- Master's Thesis: Correlation between specific employment benefits and overall employee job satisfaction using gamma as the measure of statistical significance

1984-1988 Siena Heights College Adrian, Michigan

- **Bachelor of Arts** – Human Services with a concentration in Public Administration – May 1988
- Cumulative GPA of 3.57 – graduated with cum laude honors
- Recipient of 1987-88 Siena Scholar Medal – Human Services Division
- Recipient of 1987-88 Public Administration Outstanding Student Award
- President – Siena Heights College Student Programming Association – 1986-1988

Work History

PRESIDENT AND CHIEF EXECUTIVE OFFICER MuniPRO LLC

Commerce, Oakland County, Michigan

March 2019 – Present

- Provide independent municipal consulting services in the areas of operations, budgeting, and policy analyses and personnel recruitment assistance

CITY MANAGER Albion, Calhoun County, Michigan

September 2019 – August 2020

- Chief administrative officer for an historic community of 8,600 residents, 64 employees, General Fund budget of \$4.3 million, all-funds budget of \$9 million, and home to Albion College
- Appointing authority for all positions except City Attorney

- Provided administrative support to Economic Development Corporation, Tax Increment Finance Authority, Local Development Finance Authority, and Building Authority
- Instituted BS&A purchase order system to improve budget management and enhance compliance with city's purchasing requirements
- Instituted iCompass legislative management system to streamline board and commission meeting agenda process, board member appointment and tracking, minutes preparation, and contract management and to improve public transparency and access to public documents
- Managed completion of the \$2 million Irwin Avenue reconstruction project
- Managed the design and bidding of the \$700,000 North Clark Street reconstruction project
- Successfully obtained a \$250,000 Michigan Transportation Economic Development Category B grant to assist in the funding for reconstruction of five streets in Precinct 1 in 2021

CITY MANAGER Ypsilanti, Washtenaw County, Michigan

February 2017 – March 2019

- Chief administrative officer for an historic and progressive community of 22,000 residents, 110 employees, General Fund budget of \$14 million and all-funds budget of \$30 million, and home to Eastern Michigan University
- Appointing authority for all positions of the city except City Clerk
- Act 51 Street Administrator
- Traffic Engineer responsible for administering the provisions of the Michigan Uniform Traffic Code
- Major projects included Amtrak train station in Depot Town, Huron River Peninsular Dam removal/replacement study, IT migration plan, Huron/Hamilton road diet analysis, downtown parking study, and creation of seven-community Washtenaw Regional Resource Management Authority
- Eliminated \$700,000 annual structural budget shortfall in first year
- Reorganized finance and treasury operations and instituted purchase order system for greater efficiency, more effective workflow, and improved accounting and budget management
- Reestablished fully functional Human Resources Department and instituted three-tier selection process engaging key stakeholders for top level management positions

VILLAGE MANAGER Lake Orion, Oakland County, Michigan

April 2013 – February 2017

- Chief administrative officer for an historic, lakeside community of 3,000 residents, 25 employees, five departments, \$1.3 million General Fund and \$5 million all-funds budget
- Personnel Director responsible for all human resources functions
- Purchasing agent responsible for all purchasing functions
- Responsible for all community and economic development functions
- Voting member of the Lake Orion Planning Commission
- Act 51 Street Administrator
- Successfully attracted several businesses to downtown Lake Orion, including Lockhart's BBQ of Royal Oak, Anita's Kitchen of Ferndale and Detroit, The Stockyard BBQ, and JS Capital Group retail/luxury apartments mixed use development totaling several million dollars in downtown investment and leading to the creation of almost 100 new jobs
- Worked with village council to establish village's first Commercial Redevelopment and Commercial Rehabilitation tax exemption programs for downtown revitalization projects
- Successfully completed the sale of old village hall and restoration, renovation, and modernization of new \$1 million village hall building in an 1854 historic church in 2014-2015

- Successfully completed the modernization of telecommunications and information technology, including new phone system and transition from NDS to BS&A financial software
- Completed village's first water system reliability study and comprehensive infrastructure capital improvement plan
- Completed village's first street conditions analysis, PASER ratings, and asset management plan
- Obtained \$596,000 SAW Grant to complete cleaning and televising of village's sanitary sewer system, inspection of 16 sewer pump stations, establishment of village's first GIS program, and development of comprehensive sewer asset management plan
- Redesigned and updated village's web site for improved navigation and appearance and greater public transparency and information sharing
- Successfully restructured village administration and public works staffing and operations for improved efficiency and work flow

REALTOR® Powell Real Estate Ferndale, Oakland County, Michigan

September 2012 – April 2013

- Michigan licensed real estate professional

CITY MANAGER Garden City, Wayne County, Michigan

September 2010 – September 2012

- Chief administrative officer for a mature, financially distressed community of 28,000 residents, 114 employees, nine departments, \$15 million General Fund and \$44 million all-funds budget
- Director of Personnel and appointing authority for all city employees except City Attorney and advisor to city's Act 78 Civil Service Board, responsible for recruitment, selection, professional development, promotion, transfer, discipline, and separation of employees and collective bargaining and contract administration for six bargaining units
- Successfully restructured city operations and finances, eliminating a \$1 million annual structural budget shortfall and reducing general operating budget from \$19 million to \$15 million while maintaining existing municipal services
- Worked collaboratively with City of Wayne to establish the Western Wayne Central Dispatch Authority combining E-911 dispatch operations of both cities and resulting in \$100,000 annual cost savings for Garden City
- Worked collaboratively with the cities of Dearborn Heights, Wayne, and Westland to study the feasibility and cost effectiveness of district court, fire, and other joint municipal service consolidations
- Successfully implemented web and smartphone technology to improve communication with residents, reduce response time to citizen requests for service, and enhance transparency in government operations
- Chairman and member of the Central Wayne County Sanitation Authority board of directors providing landfill management services for the cities of Dearborn Heights, Garden City, Inkster, Wayne, and Westland
- Secretary and member of the Western Wayne Central Dispatch board of directors providing emergency dispatching services to the cities of Garden City and Wayne

REALTOR® Keller Williams Troy Market Center Troy, Oakland County, Michigan

May 2010 – April 2011

- Michigan licensed real estate professional

CITY MANAGER/CLERK**Eastpointe, Macomb County, Michigan**

August 2006 – May 2010

- Chief administrative officer and city clerk for a financially distressed, mature community of 34,000 residents, 170 employees, nine departments, \$17 million General Fund and \$59 million all-funds budget
- Director of Personnel and appointing authority for all employees except Finance Director and City Attorney, responsible for recruitment, selection, professional development, promotion, transfer, discipline, and separation of employees and collective bargaining and contract administration for four bargaining units; served as advisor to charter-established Civil Service Board
- Purchasing agent responsible for all purchasing functions of the city
- Administrative officer and Secretary to Eastpointe Employees' Retirement System board of trustees and Death Benefit board of trustees
- Act 51 Street Administrator
- Chairman and voting member of the Eastpointe Election Commission
- Chairman and voting member of the Eastpointe Board of Special Assessors
- Appointing authority and voting member of the Eastpointe Downtown Development Authority
- Voting member of the Eastpointe Building Authority
- Managed the design and construction of the city's new 17,000 square foot, \$5 million city hall in 2007-2008
- Web master responsible for creating and maintaining the city's new web presence

CITY ADMINISTRATOR**Highland Park, Wayne County, Michigan**

November 2004 – July 2006

- Chief administrative officer appointed by the State of Michigan to assist in the financial and operational recovery of this severely financially distressed community of 16,700 residents, 70 employees, \$15 million General Fund and \$30 million all-funds budget
- Personnel Director and appointing authority for all non-elected employees and responsible for all collective bargaining and contract management functions
- Responsible for the city's planning, zoning, and economic development functions; successfully negotiated the consolidation and relocation of Coca-Cola distribution operations to the city from three other cities and the retention of Flex-N-Gate ChromeCraft chrome plating facilities using Industrial Facilities, Plant Rehabilitation Facilities, and Act 328 personal property tax incentive programs to create or retain almost 400 jobs within the city
- Member of Governor Granholm's Highland Park Steering Committee and co-chair of the Governor's Highland Park Signature Project Committee; worked with the governor, state cabinet, and staff to maximize and coordinate state resources for the city

CITY MANAGER**Richmond, Macomb and Saint Clair counties, Michigan**

May 1998 – November 2004

- Chief administrative officer of a rapidly growing city of 5,800 residents, 40 employees, seven departments, independent city water system and wastewater treatment plant, \$4.5 million General Fund and \$9 million all-funds budget
- Ex-officio member of all committees of the city council
- Personnel Director and appointing authority for all employees except City Attorney and responsible for collective bargaining and contract administration for two bargaining units
- Voting member of the Richmond Planning Commission
- Voting member of, and city representative to, the Macomb Orchard Trail Commission
- Ex-officio member of the Richmond Recreation Board

- Provided administrative support to the Board of Zoning Appeals, Tax Increment Finance Authority, Personnel Board, and other boards and commissions
- Prepared the city's first comprehensive capital improvement plan, including a 20-year streets and sidewalk improvement program
- Managed the annexation of 150 acres of industrial land from 3 surrounding townships in two counties and successfully defended the city against township attempts to detach city land

CITY ADMINISTRATOR **Standish, Arenac County, Michigan**

September 1996 – September 1997

- Chief administrative officer of the county seat of Arenac County, a community of 1,500 residents, 14 employees, five departments, \$1.9 million General Fund and \$4 million all-funds budget
- Personnel Director and appointing authority for all employees except the City Attorney, Clerk, and Treasurer and responsible for all collective bargaining and contract administration functions
- Act 51 Street Administrator
- Voting member and Secretary of the Standish Planning Commission
- Traffic Engineer responsible for administering the provisions of the Michigan Uniform Traffic Code
- Provided administrative support to the Board of Zoning Appeals, Downtown Development Authority, and other boards and commissions of the city

VILLAGE MANAGER **Oxford, Oakland County, Michigan**

July 1993 – September 1996

- Chief administrative officer of an historic, quaint community of 3,000 residents, 15 employees, seven departments, \$2.3 million General Fund and \$7 million all-funds budget
- Personnel Director and appointing authority for all employees except the Village Attorney and responsible for all collective bargaining and contract administration functions
- Act 51 Administrator
- Voting member of the Oxford Planning Commission
- Ex-officio member of the Oxford Community Development Authority
- Chairman of the Oxford Building Authority
- Chairman of the Oxford Tax Abatement Review Board
- Successfully attracted a Canadian automotive supply manufacturing company to rehabilitate a vacant industrial building using Industrial Facilities and Plant Rehabilitation Facilities tax incentives, creating \$5 million in new tax base and more than 100 additional jobs
- Provided administrative support to the Board of Zoning Appeals, Oxford Beautification Commission, and other boards and commissions of the village

CITY MANAGER **City of Linden, Genesee County, Michigan**

March 1992 – July 1993

- Chief administrative officer for an historic and progressive community of 2,500 residents, 20 employees, six departments, \$2.1 million General Fund and \$5 million all-funds budget
- Personnel Director and appointing authority for all employees except the City Attorney and responsible for all collective bargaining and contract administration functions
- Voting member of the Linden Planning Commission
- City's representative to the Genesee County E-911 Communications Consortium
- Provided administrative support to the Board of Zoning Appeals, Historic District Commission, Historic District Appeals Board, and other boards and commissions of the city

CITY MANAGER **Litchfield, Hillsdale County, Michigan**

April 1990 – March 1992

- Chief administrative officer for an historic Michigan “Community of Economic Excellence” of 1,300 residents, 12 employees, five departments, \$1.5 million General Fund and \$3 million all-funds budget
- Personnel Director and appointing authority for all employees except the City Attorney and City Clerk and responsible for all collective bargaining and contract administration functions
- Zoning Administrator responsible for zoning code enforcement and providing recommendations to the Litchfield Planning Commission on zoning matters and development projects
- Ex-officio member of the Litchfield City/Township Fire Board
- Director of the Litchfield Emergency Operations Board responsible for formulating, coordinating, maintaining, and executing the city’s emergency preparedness plans
- Economic Development Revolving Loan Fund Administrator responsible for managing the city’s Community Development Block Grant revolving loan fund program
- Executive Committee member and Commissioner for the Region II Planning Commission, representing the city’s interests in regional planning efforts for Hillsdale, Jackson, and Lenawee counties
- Provided administrative support to the Litchfield Planning Commission, Zoning Board of Appeals, Tax Increment Finance Authority, Fire Board, and other boards and commissions of the city

DIRECTOR OF COMMUNITY SERVICES/ASSISTANT TO THE CITY MANAGER **Wixom, Oakland County, Michigan**

August 1989 – April 1990

- Directed the Department of Community Services, including parks and recreation, community development, and senior citizen services
- Chairman of the Wixom Recreation Commission
- Community Development Block Grant Program Coordinator
- Risk Manager responsible for the administration of the city’s liability and property insurance and risk management programs
- Grants Administrator for community services and parks and recreation programs
- Voting member of the Wixom Workers’ Compensation Policy Review Board
- SMART Municipal Credit Program Coordinator
- Public Information Officer for the city
- Mayor and City Manager liaison to the Wixom Senior Citizen Commission, Wixom Historical Society, Wixom Environmental Committee, Wixom Housing Commission, and other boards and commissions of the city

EXECUTIVE INTERN **Wixom, Oakland County, Michigan**

March 1989 – August 1989

- Served as intern in the Office of the City Manager
- Assisted with the administration of the city’s Community Development Block Grant Program
- Assisted with risk assessment and risk management functions
- Prepared a \$78,000 Land and Water Conservation Fund grant application for parkland development and was successfully awarded funding
- Prepared a \$150,000 Michigan Natural Resources Trust Fund (MNRTF) grant application for parkland development and was successfully awarded funding
- Developed a proposal for the Wixom City Council for the establishment and operation of the city’s first recycling drop-off center and implemented the project after council approval
- Conducted policy and program research, evaluation, and analyses
- Assisted department directors with special projects

EXECUTIVE INTERN**Oxford, Oakland County, Michigan**

June 1988 – September 1988

- Served as intern in the Office of the Village Manager
- Conducted a comprehensive survey of sidewalk conditions and ratings throughout the village and prepared a report of findings for the Village Manager and Village Council to establish a comprehensive sidewalk improvement program
- Assisted the Village Manager, Clerk, and Treasurer with special projects

MANAGEMENT INTERN**Adrian, Lenawee County, Michigan**

January 1988 – May 1988

- Served as intern in the Department of Personnel, Housing, and Community Development
- Attended interest and grievance arbitration hearings and assisted in labor relations research
- Wrote BASIC language computer code creating two database programs to track and report on hazardous chemicals in the workplace in compliance with employee right-to-know laws
- Prepared a \$130,000 grant proposal to fund rehabilitation of low-income rental housing
- Drafted proposed sign code revisions affecting the Central Business District for presentation to the City Commission
- Assisted the Adrian Downtown Development Authority Executive Director with special projects and developed a comprehensive trash receptacle program for the city's downtown area

MANAGEMENT INTERN**Pontiac, Oakland County, Michigan**

May 1987 – August 1987

- Served as intern in the Department of Personnel and Labor Relations
- Conducted employee benefits surveys and compiled summary reports for the Personnel Director and Labor Relations Administrator
- Attended interest and grievance arbitration hearings, collective bargaining sessions, and Michigan Employment Relations Commission (MERC) conferences with the Labor Relations Administrator
- Conducted an investigation and completed a comprehensive report of findings in preparation for federal court litigation related to an employment discrimination suit
- Wrote BASIC language computer code creating a database to track and report on employee grievances

Professional Memberships, Licenses, and Volunteer Work

- International City/County Management Association (ICMA) – Full Member
 - ICMA Credentialed Manager (ICMA-CM)
 - ICMA Sustainable Communities Advisory Committee – Member
 - ICMA 2019 Annual Conference Evaluation Committee - Member
- Michigan Municipal Executives (MME) – Full Member
 - MME Experience Committee - Member
- Michigan Public Employer Labor Relations Association (MPELRA) – Member
- Michigan Real Estate Salesperson License – 2005 – 2015
- National Association of Realtors® - Member – 2005 – 2013
- Michigan Association of Realtors® - Member – 2005 – 2013
- North Oakland County Board of Realtors® - Member – 2005 - 2013
- City of Ferndale Civil Service Board – Member, Vice Chair, and Chair – 2008 – 2014
- Emerald Pines Homeowners Association Board of Directors – Member and Secretary – 2015 - 2017
- Michigan Commissioned Notary Public – 2015 – 2022

Professional and Personal References

- Available upon request

References for Darwin D. P. McClary

Ms. Rebecca Craigmile

Human Resources
City of Novi
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Mr. Jerry Narsh

Chief of Police
Village of Holly
315 South Broad Street
Holly, MI 48442
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Ms. Catherine Harman

Fire Chief
City of Garden City
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Garden City, MI 48135
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