

***CITY OF ST. JOHNS  
DOWNTOWN MANAGEMENT BOARD  
REQUEST FOR PROPOSALS***

***EXECUTIVE DIRECTOR POSITION  
OF DOWNTOWN MANAGEMENT BOARD***

The City of St. Johns Downtown Management Board will accept sealed proposals for securing services of an Executive Director of the Downtown Business District until 3:00 p.m. on Friday, June 13, 2008 in the office of the City Clerk, City of St. Johns, Suite 1100 in the Courthouse, 100 East Walker Street, P.O. Box 477, St. Johns, Michigan 48879-0477.

Proposal packets will be available Monday, May 12, 2008 at the City Offices, Suite 1100 in the Courthouse, 100 East State, St. Johns. Proposal packets include: General Job Description, Duties and Responsibilities, Qualifications, Working Conditions, Term, plus Proposal Sheet and Proposal Requirements.

All proposals shall be submitted in a sealed envelope plainly marked "Executive Director – June 13, 2008." The proposals will be publicly opened and read at this time and referred to the Downtown Management Board for their recommendation, then to the City Commission for confirmation.

The City of St. Johns reserves the right to reject any or all proposals and to waive any irregularities and select the proposal most advantageous to the City of St. Johns.

The City of St. Johns is an equal opportunity employer.

Mindy Seavey  
City Clerk

