

CITY OF EASTMAN, GEORGIA

JOB DESCRIPTION

JOB TITLE: City Manager

JOB SUMMARY: Responsible for duties associated with being the administrative head of the City government and shall be responsible for the administration of all departments of the City government. Responsible for functions of the City Clerk.

MAJOR DUTIES:

- Ensures that the laws of the State of Georgia, ordinances, resolutions, rules and regulations of the City are faithfully executed and enforced.
- Prepares agendas and attends meetings of the Council and recommends for adoption any measure deemed expedient
- Prepares and presents reports to Council from time to time upon the affairs of the City and keeps the Council fully advised of the City's financial status and its future financial needs.
- Initiates consultation with the appropriate department or agency heads and with the personnel officer or committee, if any, appoints, suspends or reviews all City employees, except department or agency heads and those persons appointed by the Council.
- Prepares and submits a recommended annual budget and capital program to the Council and amendments thereto.
- Directs and supervises the administration of all departments, properties, and operations of the City.
- Investigates the affairs, records, accounts and expenditures of the various agencies, boards or commissions created by the City and reports thereon at least once annually to the Council.
- Obtains legal counsel, advisement and opinion of the City Attorney concerning any matter affecting the interest of the City.
- Acts as a liaison capacity on behalf of the Council with agencies, boards commissions and offices of the City or other corporation as directed.
- Recommends, counsels, appraises and evaluates the performance of all City department heads.
- Handles media request as required.
- Develops long and short term plans for City operations

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of the principles and practices of public administration.
- Knowledge of the principles and practices of public human resource management.
- Knowledge of governmental accounting principles and audit procedures.
- Knowledge of the city code of ordinances and other regulations, policies, and procedures.

- Knowledge of budget preparation and finance.
- Knowledge of the functions, organization, and operations of all city departments.
- Knowledge of the city's demographic and economic profiles, including its industrial base.
- Knowledge of the principles and practices of effective public relations.
- Knowledge of state and federal laws in all areas applicable to city government including unemployment, wages and hours, EEOC, taxes, workers' compensation, pensions and others.
- Skill in management and supervision.
- Skill in developing short and long range plans.
- Skill in establishing priorities and organizing work.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The City Council assigns work in terms of goals and objectives. The employees must use much judgement in deciding how to accomplish goals. Work is reviewed through conferences, reports, and observation of city activities.

GUIDELINES: Guidelines consist of all city ordinances, applicable state and federal laws, grant application instructions, city policies and procedures, and directives from the City Council. These guidelines require judgment, selection, and interpretation in application. This position develops city guidelines.

COMPLEXITY: The work consists of varied duties in administering all phases of city government. The multitude and variety of duties and the need for need for sensitivity to political factors contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to administer the overall operation of the city government. Successful performance in this position facilitates the work of all city departments, ensures that city services are delivered, that city records are properly retained, and enhances the image of the city.

PERSONAL CONTACTS: Contacts are typically with co-workers, department directors, other city employees, members of the City Council, state and federal officials, the media, industry and business representatives, attorneys, managers of other local governments, representatives of various civic and citizen organizations, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, motivate personnel, provide services, resolve problems, justify decisions, and negotiate and settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Direct supervision of office of City Manager, staff and heads of City.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Public Administration, business or related field with preference given to Master's degree.
- Minimum three (3) years' experience in upper level City or County government management.

- Complete understanding and experience with City/County finances and budgets both capital and operations.
- Progressive experience history in grant applications and management, intergovernmental relationships and community involvement.
- Strong experience in making presentations, public speaking, neighborhood associations and presentation of reports.
- Progressive experience in innovation and planning skills.