

**City Manager
City of Clarkesville, Georgia**

The Mayor and City Council of Clarkesville, Georgia are seeking qualified applicants for the position of City Manager. The City Manager is the chief administrative officer responsible for the city's daily operation with direct oversight of all city departments including public safety, finance/administration, recreation, and city clerk. The city of Clarkesville has approximately 20 employees. The City Manager also is responsible for oversight of the City's public works, sanitation and water/waste water departments which are currently run by an outside source.

The city has an annual budget of 4.5 million dollars and the city has a current population of approximately 1800 people. Clarkesville is located in Habersham County in Northeast Georgia. The City Manager reports to the Mayor and a 5 member City Council. The City Manager will be required to reside in Habersham County.

Five years of progressive experience in city management is desired. Applicants should provide evidence of leadership in managing change and crafting community initiatives. In addition, the successful candidate will possess a strong ethical compass, an ability to communicate vision as well as tactical goals and a capacity to traverse a political environment with direct experience with elected officials. An ability to collaborate with regional partners is also required, with an emphasis on relationship building and identifying resources. Core skills include a working knowledge of financial statements, including trend assessment and forecasting; organizational skills with an eye for efficiencies and the role of technology in that process; communication skills (both oral and written); excellent interpersonal skills and a passion for customer service. Experience in water and waste water operations will be a plus. The successful candidate has a bachelor's degree from an accredited institution of higher learning; an MPA is desired.

Application materials should include a cover letter addressing how the candidate's experiences match the position requirements; candidate's contact information (phone and email) and the names, titles, addresses, business and home telephone numbers, and e-mail addresses of three references. Submission of these materials as PDF attachments is strongly encouraged.

Salary range for this position is \$75,000.00 to \$90,000.00 per annum. See attachment A. for a more detailed job description.

Deadline for applications is September 27, 2019.

Clarkesville, Georgia is an Equal Opportunity Employer.

Submit application to:
gsmith@clarkesvillega.com
or
City of Clarkesville
P O Box 21 Clarkesville, Ga. 30523

City of Clarkesville City Manager

Job Summary:

Plans, directs and manages the daily activities of the City of Clarkesville. This position assists the City Council with the overall management of the City government including overseeing the public works, public safety, budgeting and finance, planning, permitting, and grant functions of the government.

Reports to Mayor and Council.

Major responsibilities:

- Direct & facilitate interdepartmental activities by providing leadership, motivation & direction to Department Heads and acting as liaison between Department Heads and the City Council.
- Plan and direct local government activities related to: General Administration, Human Resources, Police, Fire, Public Utilities, Public Works, Planning and Zoning, Building & Grounds, Budgeting and Finance.
- Direct & facilitate annual budget preparation and coordinate the review process with the public and elected officials.
- Expedite decision making process of the Mayor and Council by providing accurate and timely information to the council as well as providing thoroughly researched recommendations.
- Develop long-range goals for the City in conjunction with the Mayor and Council by identifying developmental opportunities, gathering & disseminating information and overseeing the development of program proposals.
- Maintains public relations function for city by responding to inquiries by the media, addressing meetings and attending community forums.
- Administers grant programs; facilitates the application process, maintains records, and pays bills as necessary.
- Conduct, research, and prepare special reports on policy matters of interest to the City Council and coordinate City Attorney review.
- Direct large special projects that have broad scope or are inter-jurisdictional.
- Write resolutions and ordinances related to policy matters under consideration by the City Council and coordinating legal review with the City Attorney.
- Oversee purchasing activity and expenditures.
- Maintain records and requirements for water and sewer plan review and approval for additions to the water and sewer system. Coordinates all work performed between developer, engineer, and water/sewer department.
- Keep abreast of changing legislation, statutes etc.
- Performs other duties as required.

Knowledge Required by the Position

- Knowledge of public administration, including leadership management, supervision, accounting and budgeting.
- Knowledge of legal requirements relevant to the preservation of public records.
- Knowledge of public personnel administration.
- Knowledge of federal, state and municipal laws, statutes, regulations and practices, city charters, city ordinances, codes, policies and procedures.
- Organized, detailed oriented skills.
- Skill in report preparation and record maintenance.

- Mathematical and analytical skills.
- Excellent written and oral communication skills.
- Ability to effectively direct and supervise work of Department Heads and Managers.
- Ability to multi-task and work under pressure.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities and exercises remedial action to correct any quality deficiencies that occur.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines in accordance with City Council directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities. Coordinates definition of Mission with Department Heads and assures that Mission is communicated in a positive manner to all employees.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies alternative solutions to problems and implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems and alternatives before exercising judgment.

Cooperation: Establishes collaborative relationship with Mayor and Council in order to carry out their vision. Clarifies instruction and direction when needed and encourages cooperation between all City departments and staff.

Leadership: Provides a work environment which encourages clear and open communications. Provides adequate feed-back to staff so that they know whether their performance levels are satisfactory. Enthusiastically guides employees toward the achievement of City goals and objectives.

Job Requirements:

- Minimum of a BA in Public Administration, Business Administration, or a related field. Masters is a plus.
- 5+ years of experience in local government administration with a minimum of 3 years experience as Assistant City Manager or Department Head.
- Knowledge of local government structure and operating procedures to include budgeting, finance, growth management, water/sewer utilities, public works, and other municipal functions.
- Knowledge of federal, state, and municipal laws, statutes, regulations and practices.
- Organized, efficient, detail oriented.
- Excellent oral and written communication skills.
- Leadership training and verifiable experience.
- Ability to effectively direct and supervise the work of Department Heads.
- Analytical and problem solving skills.
- Ability to multi-task and work under pressure to meet deadlines.