

City Manager

City of Manchester, Georgia

The City of Manchester is accepting applications for the position of City Manager. Manchester is a City that is interested in progress, growth and economic development. The City Manager should be a visionary and be able to work with groups, citizens and other organizations to further these goals. The Mayor and Council have expressed this to be a top priority. Manchester is seeing a resurgence of people moving back to the City to enjoy a small-town quality of life with close proximity to bigger City amenities.

This is a full-time position reporting directly to the Mayor and Council.

The City Manager supervises all department heads and staff and assigns priorities and objectives to department heads and professional staff; reviews reports and reports to Mayor and Council on recommendations regarding City operations as well as suggestions for improvement and concepts for improvements that advance the quality of life for the citizens of Manchester.

The City Manager provides leadership and direction in the development of short- and long-range plans and makes recommendations to Mayor and Council for decision making purposes.

Prepares and administers the annual City budget, monitors revenues and expenditures to ensure City operations are performed within budget guidelines and to ensure fiscal control.

Advise the Mayor and Council of financial condition and current and future City needs.

Determines work procedures, evaluates workflow and process, studies and makes improvements to City operations by working with staff and Mayor and Council to accomplish the goals and objectives of the City.

Hires, promotes and administers policies related to the effective management of all department heads, officers and employees of the City.

Serves as the liaison to City Boards and intergovernmental groups and organizations and reports back to Mayor and Council.

The City maintains and operates water, sewer, fire, police and a County wide Recreation program and has recently contracted for solid waste services. The City also contracts for building

inspections and code enforcement services and the City Manager is responsible for managing those contracts.

Knowledge and Skills

Knowledge of modern policies and practices of municipal government;

Knowledge of personnel management, progressive disciplinary policies and state and federal guidelines;

Knowledge of water, sewer operations, public works, solid waste, recreation, land use and planning and zoning;

Knowledge of City codes, ordinances, resolutions, policies, and guidelines regarding City organization and operations;

Knowledge of functions and activities of City departments;

Knowledge of principles and practices of municipal government budget preparation and administration;

Knowledge of state laws, regulations, and guidelines governing City operations;

Skill in preparing and administering municipal budgets;

Skill in planning, organizing, staffing, and directing the efficient and effective delivery of City services, programs and functions through subordinate staff;

Skill in providing responsive advice and staff support to the Mayor and Council;

Ability to prepare and analyze comprehensive reports;

Ability to establish priorities and direct the allocation of City resources;

Ability to communicate clearly and concisely, effectively, verbally and in writing;

Ability to establish and maintain effective working relationships with employees, City officials and the public;

Ability to efficiently and effectively administer a municipal government.

Minimum Qualifications:

Knowledge and level of competency commonly associated with the completion of a B.S. degree in a course of study related to public administration.

Three to five years of related experience in local or other levels of government administration.

Valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Position is open until filled

Salary based on education and experience. Excellent fringe benefit package.

Interested applicants should submit a cover letter, complete resume with experience and qualifications to :

Interim City Manager
City of Manchester, Georgia
P.O. Box 366
Manchester, Georgia 31816

or

manager@manchester-ga.gov

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