

City Manager

Monticello

Job Status: Executive Management

Posting Date: December 16, 2021

Closing Date: Until Filled

Job Summary:

The City of Monticello, Georgia is accepting applications from capable, highly qualified, motivated, flexible, and creative candidates for its City Manager position. The city seeks a City Manager with exceptional interpersonal, communication, and administrative skills. The ideal candidate will exercise an appropriate amount of “hands-on” participation but will understand when delegation is appropriate.

The Mayor and Council will select a City Manager who will be an active partner in community and governing discussions and provide leadership in policy formulation and implementation. This position is responsible for overseeing daily operations of all city departments. Monticello has a population of 2,719 and is a full-service city with gas, electricity, water, and sewer

MAJOR DUTIES:

- Serves as liaison between the Mayor and City Council and city employees, appoints department heads as approved by the Mayor and City Council.
- Manages the operations of the city government; supervises the City Clerk and each of the city’s departments; assists department heads with resolving problems.
- Ensures that city ordinances and laws are enforced.
- Serves as Personnel Officer of the city; oversees the personnel management activities of the city; advises department heads on employment, training, and termination matters; terminates employees as necessary.
- Serves as liaison between the Mayor/City Council and the public by responding to inquiries and resolving conflicts.
- Develops materials for meetings of the City Council and then implements decisions made by the council members; attends City Council meetings.
- Conducts ongoing research to ensure city policies and procedures are adequate and/or provide recommendations for changes.
- Collects data and compiles various operating reports.
- Oversees the financial management activities of the city.
- Prepares grant applications; administer grant programs.
- Conducts sale of surplus city property.
- Maintains records of all real and personal property owned by the city.
- Serves as chief budget officer for the city by developing or overseeing the development of the annual operating and capital budgets for recommendation to the Mayor and City Council; monitors financial reports.
- Coordinates with the Chamber of Commerce and other organizations and commissions to increase economic development for the city; makes recommendations for future growth and development.
- Represents the city in intergovernmental relations and at various administrative meetings.
- Performs other related duties as assigned.

KNOWLEDGE/SKILLS REQUIRED FOR THE POSITION:

- Knowledge of the principles and practices of public administration.
- Knowledge of public personnel administration.
- Knowledge of the principles and practices of public financial management and budgeting.
- Knowledge of public accounting principles.
- Knowledge of the functions, organization, and operations of all city departments.
- Knowledge of the economic and demographic profiles of the city.
- Knowledge of the state and federal laws in all areas applicable to city government.
- Knowledge of city ordinances, policies, and procedures.
- Knowledge of research methods and techniques of report writing and presentation.
- Knowledge of the principles and practices of effective public relations.
- Skill in planning and directing diverse work activities.
- Skill in collecting data and preparing reports.
- Skill in decision making.
- Skill in public and interpersonal relations.
- Skill in performing mathematical calculations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Mayor and City Council assign work on the basis of standing goals, objectives, and priorities. The employee must use judgement in deciding how to accomplish goals. The work is reviewed through conferences, reports, and observations of governmental operations.

GUIDELINES: Guidelines include city ordinances, applicable state and federal laws and regulations, 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 planning and directing the operation of the city government. The variety of work areas to be directed contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to manage the operation of the city government. Successful performance facilitates the work of all city departments, ensures that city services are delivered efficiently and effectively, and affects the image of the city.

PERSONAL CONTACTS: Contacts are typically with co-workers, employees in all city departments, members of the City Council, the Mayor, representatives of civic organizations, state and federal officials, industrial and utility company representatives, contractors, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, motivate personnel, negotiate matters, and resolve problems.

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: This position has direct supervision over City Clerk, Electric Superintendent, Street/Water/Sewer Superintendent, Gas Superintendent, and Facilities Maintenance.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to be bonded.
- Five (5) years Management experience required

Submissions will be accepted until position is filled. Cover letter and resume may be mailed to City of Monticello, Attention: City Clerk, Post Office Box 269, Monticello, GA 31064 or emailed to kpennamon@monticelloga.org. Salary for this position based on qualifications and experience with an excellent benefit package. The City of Monticello is an Equal Opportunity Employer.