

**POSITION AVAILABLE
CITY OF BAXLEY
JOB TITLE: CITY MANAGER**

The City of Baxley, Georgia is accepting applications for its City Manager position. The current City Manager is retiring effective February 1, 2018 after 24 years in that position. This highly responsible position involves managing the City's services, programs and operations based on policies and directives from the Mayor and Council. The work involves managing and supervising all departments of the City to achieve goals using available resources. Responsibilities include preparing the annual budget, providing leadership and direction of the development of short and long range plans, advising the Mayor and Council of financial conditions and current and future needs of the City, and monitoring and ensuring compliance with state and federal regulations. The work consists of a variety of highly administrative, technical and supervisory duties.

The City of Baxley has approximately 65 full- and part-time employees, serving a population of some 4,500 citizens. Baxley is the county seat of Appling County, which totals about 19,000. The City and County have experienced consistently moderate growth, which is expected to continue. Baxley's annual general fund budget is \$3.88M, with a water/sewer budget of \$1.77M.

The City Manager would work under a negotiated contract and subject to determinations of the Mayor and Council.

DESIRED MINIMUM QUALIFICATIONS

Preferred graduate from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field; and/or five (5) years of experience as an administrator in city or county government or closely related field with similar responsibilities.

Additional qualifications and job description detailed on the City's website at baxley.org/ or can be picked up at City Hall or requested via email.

COMPENSATION

Salary is negotiable based education and experience, and a benefit package is provided.

APPLICATIONS

Accepted until October 31, 2017 at 4:00 pm

Mail or deliver applications c/o Mayor Steve Rigdon at 282 East Parker Street, Baxley, GA 31513 – or – via email to rcash@atc.cc.

The City of Baxley is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability.

Job Title: City Manager

Job Summary:

This is a high-level executive management position that is responsible for directing and supervising the operations of the City of Baxley. Work involves managing and supervising all departments of the City to achieve goals using available resources. Responsibilities include preparing the annual budget, providing leadership and direction in the development of short and long range plans, advising the Mayor and City Council of financial conditions and current and future needs of the City, and monitoring and ensuring compliance with state/federal regulations.

Major Duties:

- Manages activities of City departments by assigning priorities and objectives to department heads and professional staff; reviews/approves management reports regarding department and administrative activities;
- Ensures that all City operations are performed within available resources;
- Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations for decision-making purposes;
- Provides professional advice to the Mayor and City Council and direction to department heads;
- Communicates official plans, policies and procedures to staff and the general public;
- Prepares and administers annual City budget; monitors revenues and expenditures by assigned area to ensure that City operations are performed within budget and to ensure sound fiscal control;
- Advises the Mayor and City Council of financial conditions and of current and future City needs;
- Prepares a variety of studies, reports, and related information for decision-making purposes;
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time;
- Determines work procedures, evaluates workflow and process, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations;
- Hires, promotes, and terminates all department heads, with approval of Mayor and Council;
- Ensures that all operations are performed according to City policies, procedures, and ordinances as well as according to federal, state, and local laws and regulations;
- Tracks legislative issues and ensures that the City stays abreast of and in compliance with new laws and regulations;
- Attends all City Council meetings;
- Attends local, regional, and state meetings regarding policies and issues that impact the City;
- Serves as liaison to City Boards and communicates directives and addresses issues of City Council;
- Serves as City liaison to Chamber of Commerce, Development Authority and other boards and groups serving the community;
- Performs other related duties as assigned.

Knowledge and Skills Required:

- Knowledge of modern policies and practices of municipal government;
- Knowledge of personnel management practices;
- Knowledge of personnel management, progressive disciplinary policies, and state and federal guidelines;

- Knowledge of utility, water, and sewer operations;
- 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 City employees and officials, and the public;
- Ability to establish and maintain relationships with other entities including County, Chamber of Commerce, Development Authority, state and other agencies, etc;
- Ability to efficiently and effectively administer a municipal government;
- Have a sense of humor.

Supervisory Controls: Work is performed based on policy directives of the Mayor and City Council.

Guidelines: Guidelines include City and departmental policies and procedures; City codes and ordinances; and other federal, state and local laws, regulations and directives.

Complexity: The City Manager's work consists of a variety of highly administrative, technical and supervisory duties; must be bondable.

Scope and Effect: The purpose of the City Manager's position is to effectively and efficiently manage the operations of the City.

Personal Contacts: Contacts are typically with co-workers, vendors, developers, state, federal, county and local government officials, and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve conflicts, solve problems, and generally promote the interests of the City.

Physical Demands / Work Environment: The work is typically performed with the City Manager sitting at a desk. The work is typically performed in an office, though the Manager will often be outside at work sites.

Supervisory and Management Responsibility: The City Manager is responsible for managing and supervising all City departments.

Residence: The City Manager will be expected to live within the Baxley city limits upon or shortly after assuming the job.