

## **JOB SUMMARY**

This position is responsible for managing the day-to-day operations of the city government.

## **MAJOR DUTIES**

- Administers the daily operations of the city government.
- Develops long and short-term plans for city operations.
- Develops and administers the city capital, operating, and personnel budgets.
- Selects, supervises, disciplines, and evaluates all department heads; terminates personnel as needed.
- Ensures that city ordinances, laws, and charter provisions are executed and enforced; supervises filing of council minutes and records.
- Acts as liaison between the mayor and city council and the public by responding to inquiries and resolving conflict.
- Informs the mayor and city council of significant financial and administration affairs and pending legislation affecting the department.
- Performs related duties as assigned.

## **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the principles and practices of public administration human resource management.
- Knowledge of techniques used in the grant application process.
- Knowledge of the city code of ordinances.
- Knowledge of budget preparation and finance.
- Knowledge of the functions and operations of all city departments.
- Knowledge of applicable local, state, and federal laws.
- Skill in management.

## **SUPERVISORY CONTROLS**

The Mayor and City Council assign work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include the city charter, local, state, and federal laws, city ordinances, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied city administration and management duties. The variety of city operations contributes to the complexity of the position.
- The purpose of this position is to manage the operations of the city government. Successful performance helps ensure the efficiency and effectiveness of all city government operations.

## **CONTACTS**

- Contacts are typically with department heads, other city employees, elected and appointed officials, business leaders, state and federal officials, professional organizations, and members of the general public.
- Contacts are typically to give or exchange information; to provide services; and to resolve problems.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table and intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes a sense of smell.
- The work is typically performed in an office, library, computer room, stockroom, warehouse, a very noisy place, outdoors, and occasionally in cold or inclement weather. The employee is exposed to dust, dirt, grease, machinery with moving parts, and contagious or infectious diseases or irritating chemicals. The work may require the use of protective devices such as masks, goggles, and gloves.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Human Resources Manager (1), Executive Assistant to the City Manager (1), City Clerk (1), Water & Wastewater Superintendent (1), Public Works Superintendent (1), Electric Supervisor (1), Community Development Director (1), Finance Director (1), Chief of Police (1), Main Street Manager (1), Shop Superintendent (1), Fire Chief (1), Code Enforcement (1), Customer Service Clerk (1), Bldg. & Zoning (1).  
Direct Supervisor over city Department Heads

## **MINIMUM QUALIFICATIONS**

- Baccalaureate degree in a course of study related to the occupational field required.
- More than two years of related experience required.
- 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.