



| <b>POSITION DESCRIPTION</b>                       |  |                   |                |
|---|--|-------------------|----------------|
| <b>Title</b>                                      | City Manager   | <b>Department</b> | Administration |
| <b>Reports To</b>                                 | Mayor  | <b>Status</b>     | Exempt         |
| <b>Summary</b>                                    | <p>The City Manager is responsible for planning, directing, and supervising the activities of all City employees and the policies and affairs of the City. Reporting to the Mayor, the City Manager develops and implements policies that further the objectives of the City of Guyton. Overseeing all City departments, the City Manager serves as a liaison between Council and staff, performing duties and functions relative to a wide range of City programs and functions, while managing a broad base of employees. Ensures timely and professional communication across departments and populations served, developing and fostering effective professional relationships.</p>  |                   |                |
| <b>Employee Expectations</b>                      | <p>All team members of the City of Guyton are expected to work diligently and collaboratively in furthering the goals and objectives that serve the city of Guyton and its residents, businesses and guests.</p>   |                   |                |
| <b>Position Requirements &amp; Qualifications</b> | <ul style="list-style-type: none"> <li>▪ Bachelor's degree in Public Administration, Business Administration or related field required, Master's degree preferred.</li> <li>▪ At least five years' progressive experience in local government with increasing levels of responsibility and management of teams required.</li> <li>▪ Extensive knowledge of public administration principles and practices with reference to City operations and administration, including the principles of organization and functions of City government units.</li> <li>▪ Demonstrated knowledge of accounting information systems, fund accounting and internal control and budgeting processes.</li> <li>▪ Proven communication skills to clearly articulate public policy, regularly present information at council meetings, and create and foster relationships with elected officials, citizens, businesses and staff members.</li> </ul>  |                   |                |
| <b>Essential Job Responsibilities</b>             | <p><b>Operations &amp; Communication</b></p> <ul style="list-style-type: none"> <li>▪ Oversees the general administration and operations of the departments of the City of Guyton</li> <li>▪ Maintains communication with City Council for the exchange of information and development of policies</li> <li>▪ Maintains effective working relationships with elected officials, representatives of local, state, and federal agencies, local civic organizations, the media and others involved with City government.</li> <li>▪ Prepares a wide variety of records and reports such as the annual budget, monthly status reports, Council agendas, policy papers, news releases, financial status reports, general correspondence, performance appraisals, customer service forms, etc.</li> <li>▪ Receives, reviews and/or approves various records and forms such as monthly financial reports, personnel forms, operating reports, work plans, annual budget records, department reports, purchase orders, blueprints, organizational charts,</li> </ul> |                   |                |



|  |   |
|--|---|
|  | <p>maps, etc.</p> <ul style="list-style-type: none"><li>▪ Uses and interprets legal, financial and accounting reports and concepts to inform decisions and communicate in an effective manner.</li><li>▪ Exercises responsible judgment in resolving concerns involving citizens.</li></ul> <p><b>Finance &amp; Accounting</b></p> <ul style="list-style-type: none"><li>▪ Monitors, reviews and analyzes the financial condition and related matters of the City, regularly advising the Mayor and Council of financial status.</li><li>▪ Estimates present and future financial needs, consulting with Council Members and department heads regarding budget preparation.</li><li>▪ Submits proposed budget to City Council for review, consideration, and approval.</li><li>▪ Administers and monitors operating budget and monitors payment of expenditures and investment of City funds.</li></ul> <p><b>Planning &amp; Policy</b></p> <ul style="list-style-type: none"><li>▪ Executes the policies, directives and legislative actions of the City Council and prepares and presents policy improvements/changes to same.</li><li>▪ Clearly articulates public policy and explains complex legal and technical operations in an understandable fashion.</li><li>▪ Conducts all phases of planning designed to facilitate a variety of City programs such as crises management, new systems, annexations, influence of City growth and structure, consolidation of services, etc.</li><li>▪ Administers the City's zoning and development regulations along with the City Engineer and associated Clerks.</li><li>▪ Develops and administers long-term goals for the City in the promotion of effectiveness and efficiency for City benefit.</li><li>▪ Maintains professional knowledge base by staying abreast of any changes in policy, methods, operations, equipment needs, etc. as they pertain to City operations and activities.</li></ul> <p><b>People &amp; Professional Development</b></p> <ul style="list-style-type: none"><li>▪ Manages activities of City departments by collaboratively assigning priorities and objectives to department heads and professional staff.</li><li>▪ Plans and organizes daily work routines that best meet needed objectives, and assists in establishing priorities for the completion of work across departments in accordance with sound time-management methodology.</li><li>▪ Maintains open and frequent communication with all direct reports, clarifying expectations and priorities, keeping the team up to date on shifting objectives and coaching employees for success.</li><li>▪ Reviews/approves management reports regarding department and administrative activities.</li><li>▪ Maintains a focus on staff development and training, providing instruction and guidance to department heads and attending conferences and seminars for personal professional development.</li><li>▪ Collaborates with hiring managers and those tasked with human resources functions to identify staffing needs and identify qualified candidates for employment.</li><li>▪ Provides a work environment which encourages clear and open communication and fosters teamwork within and across departments.</li></ul> |
|--|---|



|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>▪ Provides regular coaching and feedback to staff commends and rewarding outstanding performance and conducting formal performance counseling as necessary.</li> <li>▪ Conducts annual performance evaluations for direct reports and ensures that all supervisory staff completes meaningful performance discussions with their team members.</li> </ul>  |
| <p><b>Traits &amp; Distinguishing Characteristics</b></p> | <ul style="list-style-type: none"> <li>▪ <u>Quality of Work</u>: Maintains high standards of accuracy in exercising duties and responsibilities. Demonstrates commitment to quality in every task performed. Seeks and receives feedback with a dedication to continuous improvement.</li> <li>▪ <u>Dependability &amp; Accountability</u>: Assumes responsibility for assigned work and for meeting deadlines. Maintains exceptionally high standards of integrity and confidentiality. Takes ownership of work and demonstrates willingness to accept responsibility for decisions and actions</li> <li>▪ <u>Sound Judgment</u>: Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Makes decisions based on examination of alternatives and recommendations that impact on a broad range of functional areas.</li> <li>▪ <u>Cooperation</u>: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within City.</li> <li>▪ <u>Adaptability</u>: Demonstrates flexibility and adaptability to navigate shifting priorities.</li> </ul> |
| <p><b>Physical Demands</b></p>                            | <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> <li>▪ Much of the work of this position is completed while sitting at a desk, using a computer and phone. Requires talking, hearing and visual acuity sufficient to perform these major functions.</li> <li>▪ Regularly includes traveling to various locations and facilities throughout the City and ability to navigate mobility within a variety of environments.</li> <li>▪ Occasionally includes reaching above shoulder heights, below the waist or lifting up to 25 pounds for office equipment, supplies and materials.</li> </ul>  |