

**CITY ADMINISTRATOR
PINE LAKE, GEORGIA
Job Description**

Leads, manages and directs the daily operations of the City government in accordance with local ordinances and laws and policies prescribed by the Mayor and Council. Duties include directing the administrative activities of the City; taking the lead in coordinating, developing and implementing strategic planning, programming, and budgeting; supervising all city departments, except Police; and, assisting the general public. Responsibilities involve extensive communication and interaction with Mayor and Council; City staff; local, state, and federal governmental officials; business owners and community leaders; Pine Lake residents; and, traditional and social media, attorneys, and the general public. Work is performed independently under the broad policy guidance and direction of the Mayor and Council.

Policy Advisement:

- Attends Mayor and Council meetings and executive sessions and presents draft resolutions and ordinances for consideration and provides memorandums and reports providing recommendations, advice, professional assistance regarding overall City business and operational for consideration by Mayor and Council.
- Assures that all laws of the state, provisions of the Charter and ordinances, resolutions, regulations and other acts of the Mayor and Council are faithfully executed.
- Implements policies and programs as adopted by the Mayor and Council.
- Manages and conducts varied special projects as requested by the Mayor and Council.
- Provides reports to the Mayor and Council concerning the operations of city departments, offices and agencies or on other topics as requested.

Administration:

- Responsible for the administration of all municipal affairs as directed by the Mayor and Council or by the Charter.
- Leads, manages and supervises the operation of the administration, municipal court and public works departments.
- Monitors the effectiveness of personnel, financial, administrative and other policies and procedures and revises as required or needed.
- Investigates all complaints concerning the operation of the city government.
- Prepares correspondence, postings to the City website, press releases and other communications on behalf of the Mayor and Council as requested.
- Completes registrations, certifications and reports required by outside agencies, the State of Georgia and the United States government.

City Clerk:

- Serves as City Clerk to perform or delegate to others: the taking of minutes during the regular meetings and executive sessions of Mayor and Council; preserving and maintaining records and documents of the city as required by the Charter and state and federal laws; and, submitting adopted ordinances for codification.
- Performs, or delegates to others the support of municipal elections as required by the Charter and state and federal laws.

Financial Management:

- Keeps the Mayor and Council fully advised on the City's financial condition.
- Manages and coordinates the preparation of proposed annual budgets and submits to the Mayor and Council for approval.
- Monitors City revenues and expenditures to ensure compliance with adopted budget.
- Assures that the annual audit is performed in a timely manner.
- Serves as purchasing officer in accordance with established purchasing procedures.
- Develops, solicits and reviews bids and proposals and recommends and/or selects final contractors consistent with the requirements of the financial policies.
- Negotiates and executes lawful contracts on behalf of the City.

Human Resources:

- Ensures personnel programs and services comply with applicable state, federal and local regulations.
- Recruits, selects, and evaluates staff; directs changes in staff as needed in accordance with the City's personnel rules, regulations, policies and any applicable provisions of the Charter or state and federal laws.
- Oversees payroll function.

Compliance

- Oversees compliance with planning and zoning, building development, codes enforcement and environmental ordinances and regulations of the City and laws and regulations of the State of Georgia and the United States governments.
- Manages or delegates the management of consultants and contractors hired by the City for compliance.

Note: The omission of specific statements of duties does not exclude them from this job description. Other related duties may be required and assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of:

- Policies and practices of public administration, including legal requirements for record management and open meetings.
- Municipal finance.
- Human resources.

Working knowledge of:

- Contracts and legal agreements.
- Public bidding and purchasing requirements.
- Court procedures.
- Public works.
- Public safety.
- Social media and websites.
- Internal financial control procedures.
- Development, zoning and stormwater management regulations.

Ability to use and adapt technology, including word processing, spreadsheet, presentation, social media sites and virtual meeting programs, and to learn new programs and skills as needed.

Ability to prepare and analyze comprehensive reports.

Ability to independently carry out assigned projects to their completion.

Ability to communicate effectively both verbally and in writing.

Ability to establish and maintain effective working relationships with employees, city officials and the public.

MINIMUM QUALIFICATIONS

Graduation from a college or university with a bachelor's degree in business management, public administration, political science or a closely related field, and five (5) years of experience as a municipal administrator, assistant municipal administrator, city clerk or department head or any equivalent combination of education and progressively responsible experience.

Valid Georgia Driver's License, or ability to obtain one.

COMPENSATION AND WORK SCHEDULE

Annual salary to start between \$55,000 - \$65,000; employee health insurance after 30 days is paid at 100% by City; after six months of service, the City currently provides a 5% contribution to a 401(a) defined contribution retirement program; optional employee contribution 457 plan is available; and, current administrative work schedule is hybrid with three days at City Hall and 2 days remote.

NON-DISCRIMINATION

The City of Pine Lake is committed to creating an environment that maximizes each employee's potential. Therefore, the City provides equal employment opportunity to all qualified persons regardless of race, color, religion, gender, age, national origin, disability, military status, political affiliation, sexual orientation, gender identity or expression, familial status, or marital status of any individual or of any person with whom such individual associates.

TO APPLY:

Provide a cover letter and resume by November 16, 2021 to Peggy Merriss, Acting City Administrator, City of Pine Lake, PO Box 1325, Pine Lake GA 30072.

Information about the City of Pine Lake can be found at www.pinelakega.net