

## City Manager City of Clarkston, Georgia

The City of Clarkston, Georgia is seeking a City Manager. Clarkston is a suburban city located east of Atlanta in DeKalb County and is home to over 13,000 residents. Founded in 1882 as a railroad town, it has since been absorbed into the sprawling metro area that has been one of the fastest growing in the nation for over a decade. The city has continued to grow in recent years with annexations increasing its total land size by close to one third. Clarkston now encompasses 1.78 square miles, approximately 1,140 acres. Clarkston is well known for its diverse population, largely due to its many distinct immigrant communities. Clarkston has a history of providing home to refugees/immigrants being relocated by the State Department. Today over 40 languages and dialects are spoken in the community.

The City Manager is the Chief Executive and Administrative Officer serving at the pleasure of the Mayor and City Council. The position is responsible for directing and supervising the administration of the departments, agencies and officers of the city; overseeing the day-to-day operations of City services; ensuring the City's personnel policies are properly applied and executed. The position plans, organizes, and manages the preparation and administration of the annual operating and capital budget; meets with individuals, civic groups, businesses, City Council; manages agenda development for City Council Meetings; attends all meetings of the City Council; and takes part in the discussion of all matters coming before the Council. The successful candidate will be a strong, ethical and dedicated team player who can quickly gain the confidence of the community and must possess the ability to build community trust through the development of partnerships. The ideal candidate will demonstrate the ability to embrace change and help guide the community through creative problem solving in response to unique challenges in Clarkston.

### **Candidate Qualifications:**

- Bachelor's Degree required in public administration, public finance, business administration or related degree from an accredited university. A master's degree is highly preferred.
- A minimum of seven years of executive level management experience in local governments of similar size and complexity to Clarkston is expected.
- Previous experience as a City/County Manager/Administrator or an Assistant is desirable. Evidence of continued professional development such as ICMA Credentialed Manager designation, is a positive indicator of dedication to the profession and will be noted during the candidate vetting process.

Salary for this position DOQ of the selected candidate is expected to be in the range of \$120,000 - \$140,000 with a comprehensive benefits package including health insurance, dental insurance, retirement options including 10% contribution to employee's 401k, paid time off, and negotiable relocation expenses. Interested candidates must submit by email a cover letter, resume, at least five job related references, and salary history **not later than September 28, 2018** to: **Lisa Ward, Vice President, The Mercer Group, Inc., at [lisaward912@gmail.com](mailto:lisaward912@gmail.com)**. Any questions please call 706-983-9326. Interviews are expected to be conducted the week of November 5, 2018.



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