

## **City Administrator City of Fairburn, Georgia**

The City of Fairburn seeks a strong and ethical City Administrator who is a dedicated team player and can quickly gain the confidence of the community. Fairburn is a suburban city located 20 miles southwest of Atlanta along Interstate 85. Incorporated in 1854, within a 600 yard radius of the railroad depot. It has since become a Commercial Historic District that is listed on the National Register of Historical Places. As of 2018, the City of Fairburn has a population of 15,184. The City of Fairburn employs approximately 156 full-time employees assigned to 16 departments with an annual budget (all funds) of \$39,760,878.

The City Administrator serves as the Chief Administrative Officer for the City and is responsible to the Mayor and City Council for the administrative function and daily operations of the City. 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; manages agenda development for City Council Meetings; attends all meetings of the City Council; and works with the Mayor & Council, Department Heads and staff in development, approval and implementation of annual goals.

### **Candidate Qualifications:**

- Bachelor's Degree required in public administration, finance, accounting, business administration or related degree from an accredited university. A master's degree is highly preferred.
- A minimum of five (5) years of executive level management experience in local governments of similar size and complexity to Fairburn 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.
- Must possess a valid Georgia driver's license or have the ability to obtain upon selection.

Salary for this position DOQ of the selected candidate is expected to be in the range of \$100,000 - \$125,000 with a comprehensive benefits package including health and dental insurance, retirement plan, car allowance, life insurance and long-term disability, 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 December 3, 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 second week of January 2019.



Alan Reddish, Senior Vice-President, The Mercer Group, Inc.  
107 Indigo Lane, Athens, GA 30606 Cell: 706-614-4961  
Additional information: <http://www.mercergroupinc.com>

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