CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 16-13 **Post Dates:** 9/18/15 – 10/19/15

Classification Title: Assistant City Manager - Development

Salary Range: $72,700 - $104,700

Term of Appointment: (x) Regular ( ) Temporary ( ) Part-Time

12-month probation (x)

SUMMARY OF POSITION:
This position is responsible for the oversight of assigned departments and functions associated with the City's physical and economic development policies and processes. Provides guidance and mentoring to departments related to budgeting, personnel management, City agency coordination, citizen input and interaction and policy development.

Reports to and is evaluated by City Manager. Serves at the pleasure of the Council. Work environment is primarily indoor office with various field activities. Occasional evening meetings/activities. Some travel involved.

DUTIES AND RESPONSIBILITIES:
Provides needed technical and administrative support to the City's physical planning and code enforcement functions. Coordinates programs and activities of the City's economic development strategies. Offers support and suggestions in the development and administration of City policies and procedures. Monitors and reports to City Manager, Mayor, Council on appropriate matters.

EXAMPLES OF DUTIES:
- Provides technical assistance for zoning and planning issues, petitioners and inquiries.
- Coordinates activities of building inspections and code enforcement.
- Supervises engineering functions.
- Monitors assigned contracts and capital projects.
- Monitors and reports assigned budget functions.
- Assists City Manager and Mayor/Council with development issues and opportunities.
- Coordinates geographical information system activities and development.
- Assists in economic development planning and monitoring.
- Interacts with various entities, boards, commissions, agencies, state and county organizations as it relates to City activities.
- Reviews and adjusts as needed personnel functions.
- Develops and coordinates special multi-department project teams.
- Actively participates in development of operating and capital budgets.
- Represents Mayor, Council or City Manager when assigned.
- Coordinates City's social media programs.
- Other duties as assigned by Mayor, Council or City Manager.

MINIMUM QUALIFICATIONS:
- Attainment of a bachelor's degree from an accredited college or university with preference given to public management, policy, business, political science, community planning or economic development.
- Master's degree in public administration/management, economic development, business management preferred.
- Ability to effectively communicate in written, oral and social media modes using business English.
- Ability to interact with diverse groups.
- Progressive employment history of increasing responsibilities and management.
- Ability to handle confidential information.
- A minimum of three (3) years full-time employment in governmental or non-profit organization preferred.
- History of creative concepts and program development.

THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER AND A CERTIFIED DRUG FREE WORKPLACE