



## **POSITION AVAILABLE: City Manager**

The City of Oxford, Georgia, is accepting applications for the position of City Manager.

### **Description**

The City Manager is the chief administrative officer responsible for the city's daily operation and reports to the Mayor and City Council. Under general policy guidance from the Mayor and City Council, the City Manager plans, organizes, integrates, fiscally controls, directs, administers, reviews, and evaluates the activities, operations, programs, and services of the City of Oxford; ensures city government operations and functions effectively serve the needs of Oxford residents and other stakeholders, while complying with applicable laws and regulations; and performs related duties as assigned by the City Council.

### **Essential Duties and Responsibilities (optional material to include)**

- Plans, organizes, controls, integrates and evaluates the work of all City departments to ensure that operations and services comply with the policies and direction set by the City Council and with all applicable laws and regulations; with the City's management team, develops and recommends adoption of the annual budget and other business, infrastructure and resource plans; directs the development of the capital improvement plan budget for approval by the Council; monitors the implementation of adopted budgets.
- Plans and evaluates management staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel rules and policies.
- Coordinates work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures adherence to established safety procedures; interprets and explains city ordinances; initiates any actions necessary to correct deviations or violations.
- Participates in regional, state, and national meetings and conferences to stay abreast of trends and technology related to municipal programs and operations.
- Participates in professional and community organizations on behalf of the City and as part of the City's public affairs program; maintains good working relationships with key community constituencies.
- Provides personal leadership for projects and programs that are highly sensitive, political or controversial.

- Communicates with employees, residents, engineers, contractors, vendors, local businesses, other government agencies, the public, outside agencies, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, negotiate issues, resolve problems, or give/receive advice or direction; meets with industry management personnel on strategic growth issues and water/gas/wastewater demand; responds to questions or complaints related to city operations; provides information, researches problems, and initiates problem resolution.
- Develops and implements annual city budgets; prepares/reviews budget reports; ensures compliance with approved budget; ensures competitive bidding of large purchases; monitors expenditures and schedules purchases as appropriate; assists in establishing tax rates and utility rates.
- Works closely with the City Council, a variety of public, private and community organizations and citizens groups in developing and implementing programs to achieve City priorities and solve community problems; directs and coordinates preparation of analyses and recommendations on public policy issues and on long-range plans for City services; develops and coordinates proposals for action on current and future City needs; represents the City and works closely with appointed boards, committees, and public and private officials to achieve planned action and results.
- Develops City Council meeting agenda in coordination with the Mayor; attends and participates in all City Council meetings.
- Interprets City Council instructions and requests; makes interpretations of City ordinances, codes and applicable laws and regulations to ensure compliance.
- Directs and oversees the preparation of a wide variety of reports and presentations for the City Council, citizen committees and outside agencies; oversees the preparation of press releases and materials for dissemination to the media and the public; maintains effective relationships with the media.
- Provides leadership and works with the management team to develop and retain highly competent, public-service oriented staff through selection, compensation, training, and day-to-day management practices that support the City's mission, operating plans, and objectives.
- Assesses community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high-quality municipal services; directs development and implementation of initiatives for service quality improvement; provides day-to-day leadership and works with the City's management team to ensure a high-performance, service-oriented work environment consistent with sound management principles.
- Coordinates preparation and execution of street and utility projects; performs field visits to review work and ensure timely completion of projects; discusses projects with field personnel; reviews upcoming projects and goals with department heads.
- Prepares or completes various forms, reports, correspondence, budgets, financial reports, bid tabulations, presentations, or other documents.
- Receives various forms, reports, correspondence, departmental reports, financial statements, engineering plans, paychecks, accounts payable, policy statements, procedures, ordinances, zoning maps, publications, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **Minimum Qualifications**

- Bachelor's degree in Business Administration, Public Administration, or related field.
- At least three (3) years of experience that includes progressively responsible city management or other local government management.
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain a valid Georgia driver's license.

### **Preferred Qualifications**

- Master's degree in Business Administration, Public Administration, or similar field.
- At least five (5) years of experience in city management or related local government management is preferred.
- Experience with municipal utility systems (water, sewer, and electricity) and/or local government planning and development regulations.

The city requires a pre-employment drug screen and a background investigation. The annual salary range for the position is \$65,000 - \$85,000. Actual salary will be determined based on qualifications and experience.

Completed job application and resume must be received by 5:00 PM on the closing date and may be emailed to [mbrooks@oxfordgeorgia.org](mailto:mbrooks@oxfordgeorgia.org), hand-delivered to Oxford City Hall, or mailed to:

Oxford City Hall  
Attn: Marcia Brooks  
110 West Clark Street  
Oxford, GA 30054

Resumes submitted without completed applications will not be considered. Applications will be accepted through **Friday, July 30, 2021**. The City of Oxford is an Equal Opportunity Employer.