

Human Resources Department
City of Baldwin
P.O. Box 247
186 Hwy 441 Bypass, Baldwin, GA 30511

Job Title: City Manager

Reporting To: Mayor & Council

Department: City-Wide

Job Type and Status: Full-Time, Exempt, In-Person

Location: Baldwin, GA

Salary: Commensurate with Experience; Compensation package includes health, dental, vision, and life insurance, as well as a defined contribution retirement plan

General Statement

The City of Baldwin, GA (population 3600), located in Habersham and Banks County, is a strong-mayor form of government led by a City Manager. The City Council consists of the mayor and 5 city council members who are elected to 4-year staggered terms. The City Manager is charged with the daily operations of the city and oversight of all departments and vendors. The City is comprised of the following departments: General Administration, Fire, Police/Code Compliance/GCIC, Streets, Municipal Court, Finance Public Works (water distribution and wastewater collection, Water Treatment and Wastewater Treatment.

Minimum Qualifications

- Bachelor's degree from an accredited institution (MBA or MPA preferred)
- Completion of Certified Public Manager program (in progress will be considered)
- 5-7 years' municipal experience at least at the level of City Clerk or Assistant City Manager
- Significant experience with a city budget, both planning & oversight
- Significant experience with building & planning
- Management of staff of more than 25 people
- Excellent communication skills
- Excellent time management skills
- Ability to multi-task
- Ability to work as part of a team
- Pass Background Check
- Pass Drug Test
- Clean Motor Vehicle Report



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Duties and Responsibilities

The City Manager is responsible for the day-to-day function of the city with additional responsibilities delegated by the City Charter (2020 amendment).

Oversee over \$9 million budget

This position reports to the Mayor and Council. It's imperative that the candidate be willing to engage in shared governance.

Oversee a staff of 50+ full-time employees across the departments as well as outsourced services for the General and Enterprise funds.

- Direct Reports include: City Clerk (this includes HR), Finance Director, Municipal Court Clerk, Police Chief, Fire Chief, Public works Director, City Attorney's Law Firm, Information Technology Representative, and City Engineer Representative.

Plan, organize, and manage the activities of the City under the policy guidance and direction of the elected officials of the City.

Manage and provide organizational leadership.

Develop and implement effective City organizational policies and procedures.

Establish priorities and direct the allocation of City resources.

Develop plans and recommendations for broad and specific City goals, objectives and policies. Direct the execution of City programs and projects.

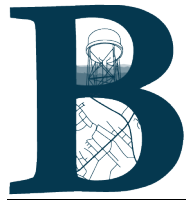
Work with various cultural and ethnic groups in a tactful and effective manner. Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Additional responsibilities include leading city-wide strategic planning, service delivery strategies, hazard mitigation, economic development opportunities, maintain and update all city contracts.

Interpersonal Communications

- Strong reading and written/verbal/ e-mail communication skills



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- Requires the ability to speak with and/or signal people to convey or exchange technical, medical, safety, financial, personnel, and administrative information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with elected officials, news media, attorneys, sales representatives, educators, and the general public
- Skills in problem solving
- Skills in prioritizing and planning

Physical Demands

- Must be able to operate a variety of automated office equipment including computers, printer, calculator, copy and facsimile machines, and telephone
- Physical demands may require the ability to exert strenuous effort in work which may include lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (50-200lbs) for sustained periods of time

*All Applicants are considered for any position with the City of Baldwin regardless of race, color, religion, sex, national origin, age, sexual orientation, or genetic information.