



## CITY OF JASPER JOB DESCRIPTION

[www.jasper-ga.us](http://www.jasper-ga.us)  
Stacy Johnson

**PLEASE REMIT A COMPLETED APPLICATION, RESUME, AND COVER LETTER  
TO HR-HUMAN RESOURCES AT [SJOHNSON@JASPER-GA.US](mailto:SJOHNSON@JASPER-GA.US)**

### **A. IDENTIFICATION INFORMATION**

- 1. Job Title: City Manager**
- 2. Department: Executive** **Division: N/A**
- 3. FLSA Classification: Exempt** **Pay Grade:**

### **B. INTRODUCTORY STATEMENT**

The Mayor and Council shall appoint a City Manager who shall be the Chief Executive Officer and the head of the administrative branch of the city government.

### **C. ESSENTIAL JOB FUNCTIONS**

1. To see that all laws and ordinances of the city are enforced
2. To appoint, subject to the confirmation of the Mayor and Council, the heads of such departments as the Mayor and Council shall from time to time establish, and to appoint, without the confirmation of the Mayor and Council, such other officers and employees as may be necessary and proper. Provided that excepted from this power of appointment are its officers and employees who, by the City Charter, are appointed or elected by the Mayor and Council.
3. To remove department heads of the City of Jasper only after formal consultation with the Mayor and Council; to remove other officers and employees of the City of Jasper without the consultation of the Mayor and Council: Provided he/she shall not have the right to remove those officers and employees who by the City Charter, are appointed or elected by the Mayor and Council.
4. To fix all salaries and compensation of the department heads of the various City departments within the minimum and maximum limits prescribed by Council, and to fix all salaries and compensation of all other City employees lawfully employed by him/her.
5. To exercise supervision and control of all departments of the City that are now or may hereafter be created by the Mayor and Council, except as otherwise provided for by the City Charter.
6. To attend all meetings of the Mayor and Council, with a right to take part in the discussion but having no vote. The City Manager shall be entitled to notice of all special meetings of the Mayor and Council.
7. To recommend to the Mayor and Council the adoption of such measures, ordinances and resolutions as he/she may deem necessary or expedient.
8. To make and execute all lawful contracts, except as otherwise provided for herein, on behalf of the City as to matters within his jurisdiction, except such as may be otherwise provided by law or by ordinances passed by the Mayor and Council.

9. The City Manager shall, in accordance with the City's budgeting process, submit to the Mayor and Council for their consideration a budget of the proposed expenditures of the City for the ensuing year, the probable revenue for that year and from what sources it is expected. Said annual budget shall be divided by calendar months and shall show in as much detail as practicable the amount allotted to each department of the City government. Said budget, as submitted by the City Manager, shall be subject to the approval of the Mayor and Council who may make such changes therein as they shall deem advisable. Upon the approval of said annual budget by said Mayor and Council, thereafter, no part of any amount allotted to any department shall be expended by the City Manager on account of any other department except in accordance with a budget amendment approved by the Mayor and Council.
10. To keep the Mayor and Council at all times fully advised as to the financial condition and needs of the City.
11. To make a full report to the Mayor and Council at the first meeting thereof in each month, showing the operations and expenditures of each department of the City government for the preceding month.
12. To perform such other duties as may be required by ordinance or resolution of the Mayor and Council.
13. The City Manager shall be the purchasing agent for the City and shall make all purchases of supplies for the various departments of the City and shall approve all vouchers for the same
14. The City Manager, before entering upon the discharge of his duties, shall give such bond, conditioned in such manner, as the Mayor and Council shall require and the City Manager shall have authority to require of all employees under his/her jurisdiction such bond, under such conditions as he/she shall require, and all of such bonds shall be payable to the City of Jasper, and its successors, for the benefit of the City and all premiums on all such bonds shall be paid by the City.
15. Within thirty (30) days after the end of each calendar year, the City Manager shall submit a detailed financial report of the affairs of the City, which report shall be audited by the City auditor.
16. The City Manager shall be designated and given authority to delegate duties as the purchasing agent and the personnel officer of the City of Jasper. The City Manager shall have responsibility for preparing and implementing the budget following budgetary review and adoption by the City Council in a regular meeting. All department heads employed by the City shall be administratively accountable to the City Manager. All appointed officers or other agents employed by the legislative body shall be administratively communicative with the City Manager.

#### **D. OTHER JOB FUNCTIONS**

1. Develops and implements long-term and short-term city goals.
2. Works with staff, elected and appointed officials to establish and proof agendas for work sessions, council meetings, city commission and city authority meetings.
3. Attends city meetings to provide feedback and support.

4. Works with staff to oversee capital projects; coordinate with engineers, architects, contractors and other government officials; negotiates easements and rights-of-way; negotiates for the acquisition of property for city use.
5. Participates in monthly staff meetings with department heads to ensure that all staff are aware of issues and that relevant information is disseminated.
6. Meets with developers, builders, property owners, and other governments as needed.
7. Participates in and helps to plan city special events.
8. Works with staff to pursue and apply for federal and state grants for city projects and equipment.
9. Performs related duties.

#### **E. JOB FACTOR SPECIFICATIONS**

##### 1. Job Requirements

###### a. Knowledge, Skill, and Ability

1. Knowledge of public administration principles and practices.
2. Knowledge of management principles and practices.
3. Knowledge of relevant federal and state laws, local ordinances, and city rules and regulations.
4. Knowledge of budget preparation and finance.
5. Knowledge of computers and job-related software programs.
6. Skill in project management.
7. Skill in strategic planning.
8. Skill in establishing priorities and organizing work.
9. Skill in employee management and supervision.
10. Skill in problem solving.
11. Skill in interpersonal relations.

12. Skill in dealing with the public.

13. Skill in oral and written communication.

## 2. Responsibility

- a. This position has direct supervision over City Department Heads (i.e. Finance Director, City Clerk, Development Manager, Police Chief, Fire Chief, Public Works Manager, Water/Waste Water Director).

## 3. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping.
- b. The work is typically performed in an office.

## 4. Contacts

- a. Contacts are typically with co-workers, other city employees, vendors, developers, attorneys, elected and appointed officials, representatives of other government agencies, and members of the general public.
- b. Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

## 5. Guidelines

- a. Guidelines include city codes and ordinances and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops city guidelines.

## 6. Complexity and Scope of Work

- a. The work consists of varied management duties. The variety of operations, strict regulations and the need for accuracy contribute to the complexity of the work.
- b. The purpose of this position is to direct city operations. Successful performance ensures the effective and efficient operation of the city government and affects the quality of life for city residents and visitors.

## 7. Minimum Qualifications

- a. Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field such as a Master of Public Administration or equivalent.

- b. Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

8. Supervisory Controls

- a. The Mayor and City Council assigns work in terms of city goals and objectives. Work is reviewed through conferences, reports, and observation of city activities.

**E. APPROVAL SIGNATURES**

**I have read and understand the attached job description for the position of City Manager with the City of Jasper and will take direction from Mayor and Council.**

---

Employee (print)

---

Employee (signature) Date

---

Mayor (print)

---

Mayor (signature) Date