



The City of Rincon, GA

Job Title: City Manager
Department: General Administration

Class Code:
FSLA: Exempt

Job Summary

Manages the day-to-day operations of the city, all city finances and supervises all Department Heads. This position is responsible for administering all municipal functions at the professional level. Duties include establishing and managing budgetary, financial and personnel programs; planning and monitoring the activities of city departments; and coordinating with State, Federal and Local Government Officials, Attorneys, Auditors, engineers, and the public. Work is performed under the general direction and policy guidance of Mayor and Council.

Duties and Responsibilities

- Responsible for direct supervision of 9 department heads and City Clerk.
- Recommends and implements approved annual budget.
- Reports projected income and expenditures to Mayor and Councilmembers
- Prepares in conjunction with Dept. Heads and submits budget for each operating department and fund account and combines them to achieve a single annual balanced budget.
- Coordinates grant and revenue sharing proposals and awards.
- Identifies investment alternatives for city funds.
- Coordinates the preparation of annual financial report with auditor.
- Assists Mayor and Councilmembers in establishing millage, utility, license and permit fees.
- Supervises municipal purchasing activities and serves as the purchasing agent for the city.
- Administers contracts awarded to providers of suppliers, equipment, and services.
- Establishes goals, budgets, and work procedures in coordination with department heads.
- Monitors performance of operations and adjusts procedures to improve effectiveness and efficiency.
- Investigates and resolves complaints regarding city services and activities.
- Coordinates with Federal, State and Local Government Officials and the Public.
- Meets with citizens individually and conducts presentations for groups.
- Performs related work as assigned.

Minimum Education and Experience



The City of Rincon, GA

- Requires a bachelor's degree in Public or Business Administration, or closely related field. A master's degree is preferred and may be substituted for one (1) year of the required experience.
- Requires ten (10) years of progressively responsible experience in the management and administration of a municipal government; or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.
- Requires a minimum of 3 or more years of experience as a City Manager.

Required Certifications, Licenses, and/or Skills

- Must possess and maintain a valid Georgia driver's license.
- Must pass drug screening and background check.
- Must be Bondable.
- Ability to negotiate with a large variety of citizens and officials, with oral and written communications.
- Ability to establish cooperative work and community relationships; analyze complex problems and concepts; exercise independent judgment and act decisively; manage and supervise diverse activities simultaneously; remain calm in stressful situations; prepare detailed reports.
- Credentialed Manager - ICMA

Physical Demand

Sedentary Work – Involves lifting no more than 10 pounds at a time, and occasionally carrying objects weighing up to 5 pounds.

Work Environment

The work is performed in an office and may require extended periods of sitting.

Americans with Disabilities Act Compliance

The City of Rincon is an Equal Opportunity Employer. ADA requires the City of Rincon to provide reasonable accommodations to qualified persons with disabilities.

Prospective and current employees are encouraged to discuss ADA accommodations with management.