

**The Mayor and Council of the City of Nashville are seeking qualified applicants for the position of City Manager.**

**Job Summary:** This is an executive management position that is responsible for directing and supervising the operations of the City of Nashville. As Chief Administrative Officer, City Manager manages and supervises all departments of the City to achieve specified goals using available resources. Responsibilities include preparing the annual budget, providing leadership and direction in the development of short- and long-range plans, advising the Mayor and City Council of financial conditions and current and future needs of the City, and monitoring and ensuring compliance with state/federal regulations.

**Major Duties:**

Manages activities of City departments by assigning priorities and objectives to department heads and professional staff; reviews/approves management reports regarding department and administrative activities;  
Ensures that all City operations are performed within available resources;  
Provides leadership and direction in the development of short- and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations for decision-making purposes;  
Provides professional advice to the Mayor and City Council and direction to department heads;  
Communicates official plans, policies and procedures to staff and the general public;  
Prepares and administers annual City budget; monitors revenues and expenditures by assigned area to ensure that City operations are performed within budget and to ensure sound fiscal control;  
Advises the Mayor and City Council of financial conditions and of current and future City needs;  
Prepares a variety of studies, reports, and related information for decision-making purposes;  
Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time;  
Determines work procedures, evaluates workflow and process, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations;  
Hires, promotes, and terminates all department heads, officers, and employees of the City;  
Ensures that all operations are performed according to City policies, procedures, and ordinances as well as according to Federal, State, and local laws;  
Tracks legislative issues and ensures that the City stays abreast of and in compliance with new laws;  
Attends all City Council meetings;  
Attends local, regional, and state meetings regarding policies and issues that impact the City;  
Serves as liaison to City Boards, Commissions and Authorities and communicates directives and addresses issues of City Council;  
Performs other related duties as assigned.

**Knowledge Required for the Position:**

Knowledge of modern policies and practices of municipal government; personnel management practices; progressive disciplinary policies and state and federal guidelines; utility, water, sewer, street and gas operations; City codes, ordinances, resolutions, policies, and guidelines regarding City organization and operations; functions and activities of City departments; principles and practices of municipal government budget preparation and administration; state and federal laws, regulations, and guidelines governing City operations.  
Skill in preparing and administering municipal budgets; planning, organizing, staffing, and directing the efficient and effective delivery of City services, programs and functions through subordinate staff; providing responsive advice and staff support to the Mayor and Council.  
Ability to prepare and analyze comprehensive reports; establish priorities and direct the allocation of City resources; communicate clearly and concisely, effectively, verbally and in writing; establish and maintain effective working relationships with employees, City officials and the public; efficiently and effectively administer a municipal government.

**Supervisory Controls:** Work is performed based on policy directives of the Mayor and City Council.

**Guidelines:** Guidelines include City and departmental policies and procedures; City charter, codes and ordinances and other Federal, State and Local laws.

**Complexity:** The work consists of a variety of highly administrative, technical and supervisory duties.

**Scope and Effect:** The purpose of this position is to effectively and efficiently manage the operations of the City.

**Personal Contacts:** Contacts are typically with co-workers, vendors, developers, state, federal, county and local governments, and the general public.

**Purpose of Contacts:** Contacts are typically to give and exchange information, resolve conflicts and solve problems.

**Physical Demands:** The work is typically performed with the employee sitting at a desk.

**Work Environment:** The work is typically performed in an office.

**Supervisory and Management Responsibility:**

This position is responsible for managing and supervising all departments in the City.

**Minimum Qualifications:**

B.S. in Public Administration or Business Administration or closely related field required (MPA preferred); supplemented by ten (10) years previous experience and/or training that includes progressive duties, responsibilities, and essential functions in local government management, public administration or related field; or an equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Please submit resumes to: City of Nashville, Attention City Clerk, PO Box 495, Nashville GA 31639.**