City of Social Circle, Georgia

Recruiting for a
City Manager
Social Circle is a picturesque City located about 50 miles east of Atlanta along Interstate 20 in Walton and Newton Counties. The City is about 11 square miles in size and currently about 4,500 in population. The median income is $50,000 and the median age is 37. Above the gnat line and below the snow line, the community is blessed with a comfortable climate and beautiful landscaping with colorful blooms throughout the year. Regularly rated as one of the safest communities in Georgia, the City maintains a professional, well trained, and community connected Police Department and Fire Department. The Social Circle City Schools, an independent School District, provides primary, elementary, middle and high school campuses which are within walking distance of most neighborhoods. This highly rated School District also provides technical training in Nursing and Trades, a Jr ROTC program, and state of the art athletic facilities at the high school campus.

The City was founded in 1832 and retains its historic downtown and residential districts, which still comprise the core of the City. The Great Walton Railroad extends to the center of the city and provides a connection to the CSX railway. The historic Train Depot remains adjacent to downtown and the railway is still active.
About the Government

Social Circle, Georgia, established by Charter, is governed by a Mayor who is elected at large and four City Council members who are elected by district. A City Manager is appointed by the Mayor and Council and is responsible for administration of the day-to-day operations of the City.

The City Manager provides administrative direction to all of the City’s 60 full-time and part-time employees and volunteers. City departments include: Police, Fire, Water Treatment, Wastewater Treatment, Water & Sewer, Natural Gas, Streets, Cemetery, Main Street and General Government. Risk Management and Human Resources are part of the City Manager’s responsibilities.

The City’s budget for FY20-21 is $15,193,708 with a general fund budget of almost $6.0 million dollars.

The City center is a national historic district, and still boasts a pedestrian scale intriguing downtown with sidewalk dining and a mix of local owned shops, professional offices, and restaurants. City Hall is contained within a restored historic home which has charmed the City for over 100 years and served as a residence, and boarding house, and now the City Hall.
About the Position:

- This position is responsible for managing the day-to-day operations of city government to include the following duties and responsibilities:

  - Supervises, directs and evaluates assigned staff; processes employee concerns and problems; directs work; evaluates, counsels and disciplines personnel; recommends pay increases to City Council.

  - 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 applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; interprets and explains city ordinances; initiates actions necessary to correct deviations or violations.

  - Consults with Mayor, City Council, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice and direction; makes presentations to City Council.

  - Promotes positive public relations with the community; presents community reports on television; responds to the media about city issues; represents the city at meetings and social functions; attends various meetings and serves on committees as needed; makes speeches or presentations.

  - Develops and implements annual city budgets; prepares and 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.

  - Develops and implements long- and short-term plans, goals and objectives for the city; plans long-term infrastructure improvements.

  - Coordinates street/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.
The Ideal Candidate

The City Manager will be an experienced, ethical and dedicated leader who can quickly gain the confidence of the community. The city manager must possess the ability to build community trust through the development of partnerships with various stakeholders and other government entities. The ideal candidate will demonstrate the ability to embrace change and focus on continuous improvement. He/she will be expected to articulate a vision of excellence, establish credibility and consistency in delivery of services, as well as be a creative problem solver and excellent communicator in response to unique opportunities in Social Circle.

Candidate Qualifications

- Bachelor’s degree required in public administration, public finance, business administration or related degree from an accredited university. A master’s degree is highly preferred.

- A minimum of five years of executive level management experience in local governments of similar size and complexity to Social Circle is expected. Previous experience as a City/County Manager/Administrator or an Assistant is desirable.

- Evidence of continued professional development such as ICMA Credentialed Manager designation, is a positive indicator of dedication to the profession and will be noted during the candidate vetting process.
The new City Manager will be expected to provide leadership to the following challenges and opportunities.

- The City is in the planning stages of constructing a new wastewater treatment plant to replace a 60+ years old facility. The new Manager will need to provide leadership to help determine the most appropriate location, identify additional funding sources, and work with design engineers selected for the project.

- The new Manager will be tasked with assessing Social Circle’s housing stock to determine if current and/or future needs are being met across all levels of housing and if not, develop recommendations for addressing those needs.

- Working with engineering professionals, the new Manager will be charged with evaluating the need for upgrading and replacing outdated infrastructure including, roadways, sidewalks, water/wastewater distribution system, and public buildings. In addition, the Manager will be responsible for demonstrating strong budget planning and fiscal management skills that will support and enhance the City’s Capital Improvement Plan in support of infrastructure improvements.

- Manager should help define a vision of positive growth that protects Social Circle’s small-town values while utilizing appropriate growth tools such as Tax Allocation Districts, Enterprise Zones, and Opportunity Zones.

- Working with stakeholders such as the Walton County Industrial Authority, Chamber of Commerce, Downtown Development Authority, and State economic development partners, the Manager will need to focus on commercial/industrial growth that protects Social Circle’s historical identity as a quality small town residential community which welcomes 21st century technology-based developments.

- The new Manager must develop a working relationship with employees that builds trust, recognizes expertise of current staff, demands accountability for job performance, avoids micromanagement, and encourages quality customer service and transparency.

- The new Manager will be expected to review current budgeting process, financial reporting, and income forecasting; implement best practices that will maximize revenues, ensure proper fiscal management, and public transparency.
Compensation & Benefits:

The expected starting salary range for this position is between $110,000 - $127,000 (depending on qualifications of the selected candidate), with a comprehensive benefits package, including health, dental and life insurance paid by the City. City participates in the Georgia Municipal Employee Retirement Defined Benefit Program and a 457 plan, as well as a City vehicle for the City Manager and generous leave benefits.

How To Apply:

Interested candidates must submit by email a cover letter, resume, at least five job related references and salary history no later than April 23, 2021 to: Lisa Ward, Senior Vice President, The Mercer Group, Inc., at lisaward912@gmail.com. Any questions please call 706-983-9326. Interviews are expected to be conducted the end of May 2021.