

# *Augusta* G E O R G I A

Invites Your Interest in the Position of

## **CITY ADMINISTRATOR**






Nestled along the banks of the Savannah River, the creative and historic City of Augusta, Georgia, seeks a highly effective, visionary leader to serve as its next **City Administrator**. This position is for the candidate who has demonstrable experience:

- successfully working with a Board/Commission with a keen understanding of the dynamics and role of the City Administrator and the function and role of the Board/Commission;
- effectively leading, empowering, and developing a cohesive team of department leaders and upholding a culture of excellence;
- confidently advocating for a municipal organization and its staff – ensuring adequate resources to support training and development, work-life balance, growth, and sustainability; and,
- strategically leading municipalities through seasons of economic growth and opportunity through innovative strategies and collaborative partnerships.

The successful candidate exemplifies impeccable interpersonal skills and the natural ability to engage with diverse people, from city leaders to community members of all backgrounds. The next **City Administrator** is known for their persistence and determination when faced with challenges. Augusta desires a steady, stable leader who remains calm during chaos. The next **Administrator** must balance strategic forecasting while navigating the daily demands of the position and uniting staff around a collective vision. The ideal candidate has demonstrable financial and accounting skills with experience understanding and administering large budgets of over \$1 billion.

Augusta's next **City Administrator** is a transparent, ethical leader energized by the opportunity to lead a city through a season of opportunity while upholding its mission to *"provide to all its citizens cost-effective, high-quality government services and an environment which enhances the economic well-being and quality of life in the Augusta Metropolitan Area."*



*This next City Administrator is a leader who is adept in equitably leading communities through change and is sensitive to preserving the community's culture and history while still addressing the community's long-term needs.*





## About the Community:

Founded in 1736, Augusta is the second largest and oldest city in Georgia, located in the east-central section of the state. Augusta is home to over 200,000 people who love the city's rich culture, walkable downtown, historical attractions, and vast recreation landscape. Augusta's proximity to city life in Atlanta (just 150 miles east) or vacation destinations to the beach or mountains (2 ½ hours) make Augusta an ideal location to call home.

Perhaps, though, Augusta is most well known as the host of the annual Masters Golf Tournament, which attracts over 250,000 visitors and is a significant driver of Augusta's economy. It is estimated that Augusta gains more than \$36 million in revenue during the one-week tournament, with a total economic impact of almost \$110 million. Augusta is also known as the "Garden City of the South," given this name in the early 20th century because of the city's many large and beautiful private gardens. Augusta is part of the Central Savannah River Area (CSRA), which includes surrounding counties in Georgia and South Carolina.

Visitors and residents enjoy Augusta's walkable and bikeable downtown and its direct access to the Savannah River. From award-winning restaurants to craft breweries, unique coffee shops, museums, art, and other indoor/outdoor attractions, Augusta's downtown is perfect for watching, reflecting, dining, shopping, and walking. The Augusta Riverwalk, near downtown, offers excellent views of the river and a prime location for recreation. Augusta is also home to the Augusta Green Jackets, a Minor League Baseball team of the Carolina League and the Single-A affiliate of the Atlanta Braves. Fort Gordon (U.S. Army Signal Center) and the U.S. Army Cyber Center of Excellence also call Augusta home. Three higher educational institutions, Augusta University, Paine College, and Augusta Technical College, help support the area's skilled workforce.

*Augusta's proximity to the Savannah River (above), its walkable and bikeable downtown (below) and many recreational opportunities make this "Garden City of the South" an ideal place to call home.*



*Augusta is perhaps best known as the host city of the annual Masters Golf Tournament, a significant economic driver and all around great fun!*



*Augusta earns its moniker as “Garden City of the South” with its many beautiful gardens – both public and private – and profusion of springtime blooms.*





## About the Organization and Position:

Augusta operates under the Commission-Mayor-Administrator/Municipal form of government with a mayor and a 10-member board of commissioners designated as the Augusta, Georgia Commission. The Augusta, Georgia Commission has hiring authority for the City Administrator and Department Heads. The city's \$1.1 billion budget is supported by a property tax rate of 1.1%. Augusta employs nearly 3,000 employees, including 16 department heads, and maintains an AA bond rating. Learn more about Augusta here: <https://www.augustaga.gov>.

Reporting to the Mayor and Commission, the **City Administrator** leads eight direct reports and is responsible for supervising and overseeing the directives and will of the Commission and all operations and functions of Augusta's local government in alignment with its ordinances, policies and procedures, state, and federal laws. The **City Administrator** works with government employees, civic organizations, and the public to administer the affairs of the local government.

The next **City Administrator** leads through an equity lens – gaining buy-in and respect for developing a workplace culture that models and upholds fair and equitable practices. The city desires a leader committed to staff development and empowering and equipping leaders to operate as strategic problem-solvers and influential decision-makers. The **City Administrator** will bring sustainable stability and direction to their impactful organizational role.

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## Augusta's Community Vision

*Seek means for Augusta to be nationally-recognized as a global destination of excellence and known as the premier and most talked-about mid-sized city in the country.*

*Build our community and tax base by emphasizing economic development and livable, sustainable communities that can grow while protecting our valuable natural resources.*

*Focus on "One Augusta" that celebrates our geographic, socio-economic, and racial diversity as strengths, using them as leverage to build partnerships that will make Augusta a place for people of all backgrounds to live, work, play, and prosper.*



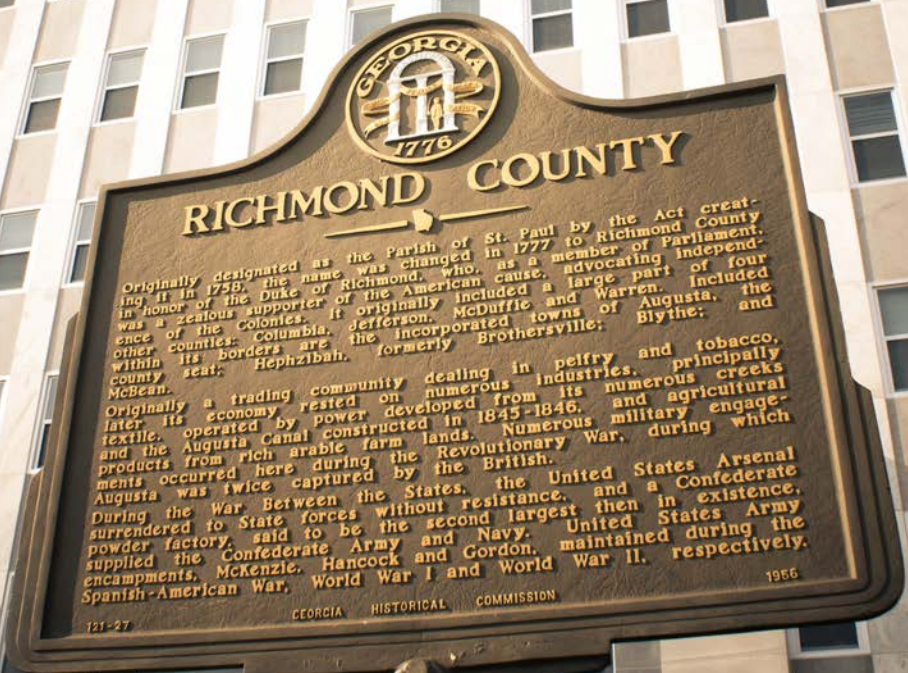
## Key Position Priorities:

- Thoroughly evaluate the structure and function of the organization, the roles, and responsibilities of its leaders and staff, and advocate for and implement strategic changes to streamline processes, improve workflow, productivity, and morale, and create an environment of trust, accountability, and consistency.
- Utilize creative and strategic methods to navigate the diverse relationships of the city's leadership and build sustainable, trusting, and respectful relationships while uniting the leaders around a shared vision that elevates the city's mission and values and propels the city forward.
- Position the city as a competitive employer through innovative strategies that enhance employee recruitment, retention, development, and succession planning while improving employee wages, resources, recognition, and other benefits directly impacting morale.

## Qualifications:

A master's degree in public or business administration or a closely related field is required; or a combination of education and experience. Candidates must have three to five years' experience as Administrator and/or City Manager of a city government, experience in business administration and management, public administration, or other related occupational field sufficient to perform the principal duties and responsibilities of the position successfully. Candidate must have worked in a government job within the last three years.

*One of the key position priorities of the next **City Administrator** is to work collaboratively with key stakeholders, staff, and city leaders, to facilitate the development of the city's next strategic plan – addressing methods to position and to market the city as an attractive area for growth from both the business and civilian standpoint.*





## The Successful Candidate:

- is proficient in applying state and federal laws in all areas applicable to local government, including unemployment, wage and hour, Equal Employment Occupation Commission, taxes, workers' compensation, pension, and others;
- has considerable knowledge of principles and practices of public administration, public relations, management, concepts and techniques used in the grant application process, budget preparation, and finance;
- demonstrates complete understanding of the functions, organization, and operations of all departments, local code of ordinances, regulations, policies, procedures and, demographic and economic profile including industrial base;
- is strategic and innovative regarding areas for growth, new development, and redevelopment;
- enjoys proactively engaging with the community, telling its story, advocating for opportunities, and marketing community strengths;
- effectively leads a diverse group of employees with varying backgrounds, tenures, and skills;
- models and communicates expectations while holding employees accountable for the delivery of excellent customer service to both internal and external customers;
- constructively advocates for and guides the Commission in helping them achieve their vision and priorities;
- has a proven track record in developing and supporting staff to achieve excellence and has developed organizational succession plans in preparation for turnover through retirements;
- is experienced in evaluating and implementing opportunities to work with the Commission to strategically diversify the city's tax base while creatively assessing ways to increase revenue and manage expenses;
- demonstrates extensive knowledge and application of GA General Statutes, the principles, and practices of general fund and local governmental accounting; the preparation of internal financial statements and complex external financial reports, including the Comprehensive Annual Financial Report and other required regulatory reports;
- understands and has experience with the principles and practices of cost and fixed asset accounting, internal controls, audits, grants management and compliance, municipal budgeting, capital improvement budgets and funding, forecasting, and financial modeling;
- is a responsive, detailed, and deadline-oriented professional who continuously monitors and engages in process improvement in a service-driven organization;
- is resilient in the face of challenges and seeks innovative solutions to problems;
- is a progressive leader with a proven track record in innovative municipal management;
- is knowledgeable of principles and practices of public administration, including planning, administration, and supervision, and preparing and implementing proposals that affect the operations of city government;
- possesses executive-level skills in interpersonal and written communications, strategic planning, finance and budget development, critical thinking, administration, and intergovernmental relations;
- diplomatically engages with diverse stakeholders such as the school system, individual community members, community groups, Commission members, employees, and regional, state, and federal authorities to leverage the city's opportunities and mitigate challenges;
- is skilled in utilizing and implementing methods of technology to improve processes, procedures, and communication across departments;
- communicates excellently both verbally and in writing, and possesses outstanding interpersonal skills both one-on-one and in groups;
- makes formal presentations to all levels of people and conveys ideas or plans into a workable plan; and,
- values accountability and holds high expectations of self and staff while being an effective and respected leader.

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*The City Administrator works out of the Augusta-Richmond County Municipal Building in beautiful downtown Augusta. The building is a short walk from award-winning restaurants to craft breweries, unique coffee shops, museums, art, and other indoor/outdoor attractions, including the Augusta Riverwalk (right).*



## Salary:

Compensation will be competitive for qualifications, community size, and region. The City of Augusta offers a comprehensive benefits package, including medical plans and a wellness program. Residency within Augusta-Richmond County is required.

To apply, please visit

<https://www.governmentjobs.com/careers/developmentalassociates>, and click on the

**City Administrator - City of Augusta, GA** title.

### Please note the following:

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the city's employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **November 13, 2023**.
- The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluations **on December 14th – 15th, 2023**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Direct inquiries to [hiring@developmentalassociates.com](mailto:hiring@developmentalassociates.com).

The City of Augusta, GA, is an Equal Opportunity Employer.



*The dandelion sphere fountains scattered throughout Augusta's public areas delight both community members and visitors alike and are nod to the Garden City of the South's love of flowers.*



Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, select "Client Openings," and scroll down to "Important Information for Applicants."