



South Fulton Georgia



Invites your interest in the position of

Assistant City Manager



South Fulton Georgia, the Atlanta metro area's most vibrant community, seeks a strategist with municipal leadership experience to serve as its **Assistant City Manager**. Positioned for great opportunities with the most undeveloped land in the region, South Fulton truly is a "City on The Rise." The **Assistant City Manager** will creatively support the City Manager in identifying the vision and future direction of the City's identity – carefully identifying opportunities that will place South Fulton as a premier city within the region.

This professional has demonstrable experience as a trusted municipal leader in a full-service, geographically diverse city with a population of over 50,000. The **Assistant City Manager** is committed, loyal, and confident in their abilities to embrace challenges and pursue opportunities to further enhance the quality of life of a community.



Under the general direction of the City Manager, the **Assistant City Manager** provides support and guidance by working to achieve the goals and objectives of the Mayor and City Council. Duties may include managing City departments and personnel, acting on behalf of the City Manager when appropriate, and partnering with City employees to provide exceptional customer service to South Fulton residents. The **Assistant City Manager will** creatively and intentionally cultivate a positive community-wide perspective and trust in the City's strategic direction.

The Ideal Assistant City Manager:

- Is someone who understands the value of strategic planning and laying the foundation for future growth through thorough research and planning.
- Thinks strategically and is a highly effective problem solver who makes thoughtful, unbiased decisions independently and swiftly.
- Remains neutral and calm, upholding professionalism when navigating politics and interacting with a diverse population.
- Demonstrates impeccable interpersonal communications skills, is articulate and proactive in communicating with elected officials, staff, community members, and other stakeholders, while upholding/adhering to the City's mission, vision, and strategic direction.
- Has a track record of facilitating the recruitment, retention, and development of skilled team leaders.
- Is accustomed to a fast-paced environment and demonstrates patience and flexibility in developing a structured, accountable, and compliant organization committed to excellence.
- Is someone who will work to facilitate coordination and collaboration among different city departments to streamline processes, improve communications, and ensure that departments work together towards common goals.



About the Community:

Located just 20 miles southwest of Atlanta, Georgia, South Fulton was incorporated in 2017 from parts of southwest Fulton County. With a population of just under 108,600, the City of South Fulton ranks eighth out of Georgia's 535 incorporated cities and towns.

More than 93 percent of its residents hold at least a high school diploma, and the median household income is about \$69,000, making the City one of the best-educated and most affluent in the south metro Atlanta area. South Fulton is a community of excellence, offering residents, businesses, and visitors a premier lifestyle experience.

The City is home to the South Fulton Parkway Corridor, which connects Hartsfield Jackson Atlanta International Airport to South Fulton and the Old National Highway Corridor. The City is adjacent to the Fulton Industrial District, one of the metro Atlanta region's largest industrial and business areas. South Fulton also houses the Wolf Creek Amphitheater, an outdoor recreation and concert venue.

Fulton County lies in north-central Georgia in the foothills of the Appalachian Mountains. The warm southern climate produces plentiful hardwood and pine forests, making the area a beautiful place to live. Fulton County encompasses 528.7 square miles and stretches over 70 miles from one end to the other.

The Chattahoochee River, the source of drinking water for most of Fulton County, is one of the country's smallest water sources relative to the population it supports. The "Hooch" runs out of the north Georgia mountains, bringing plentiful trout.

About the Organization and Position:

The City of South Fulton is a council-manager form of government with a mayor and a seven-member City Council that establishes policy and hires and supervises the City Manager. The Mayor and council members are elected to four-year terms. The day-to-day operations of the City of South Fulton are directed by the City Manager, who reports to the City Council. The City Manager ensures policy set by the council is adopted and followed, and that the City's staff provide the most efficient and effective service for residents.

The City's vision is to be an innovative, diverse community that is safe, environmentally conscious, healthy, transparent, and financially sustainable for all its community members and visitors. The City's 2020-2023 Strategic Plan focused on developing strong, healthy teams, improving infrastructure and solidifying finances, increasing community collaboration and quality of life, and focusing on economic development and creating an efficient government.

South Fulton's nearly 700 employees work within its 17 departments to deliver municipal services with respect and professionalism, exceeding client expectations. As a City of inclusion, South Fulton desires to work cohesively with community members to discover innovative ways to shape its future. As the City explores how to develop these strategies, it remains committed to maintaining and improving existing infrastructure to provide quality facilities for the residents.





Reporting directly to the City Manager, the **Assistant City Manager** will assist in overseeing and managing the City's **FY24 \$204 million budget** (\$126M General Fund), supported by a property tax rate of \$.012 per \$100 assessed value. The **Assistant City Manager** recommends staffing levels, equipment, materials, and other budget allocations, monitors expenditures to ensure compliance with the approved budget, and prepares and submits budget documentation and reports.

Key Priorities for the Assistant City Manager include:

- Spending significant time gaining valuable knowledge of the diverse (residential, industrial, retail) community, networking with key stakeholders and community members, establishing trusting and sustainable relationships, and understanding the City Manager's priorities and the organization's culture.
- Collaborating with the City Manager, City leaders, and other stakeholders, to facilitate the development of the City's next strategic plan and other plans/studies as directed by the City Manager, including but not limited to the City's Comprehensive Plan (2025) ensuring effective communication and impeccable attention to detail in the planning and implementation process.
- Coordinating the creation of the City's standard operating procedures (SOPs), establishing a system of accountability and compliance, and overseeing organization-wide training and education for these SOPs.
- Overseeing the construction and completion of the city's new facilities, public safety building, and city hall while developing short—and long-term plans to modernize the city's fleet and maintain and improve its aging infrastructure.
- Developing high-functioning teams that embrace staff development and training and are passionate about upholding the City Manager's TEAM TERRIFIC values while cultivating a collaborative workplace committed to excellence and quality service delivery.

Qualifications:

- A bachelor's degree in Business, Public Administration, or a related field and ten (10) years of progressively responsible municipal or local government experience **are required***.
- *A master's degree in Business, Public Administration, or a related field can be considered in place of up to six (6) years of experience.*
- Knowledge in budgeting (administering and managing local, state, and federal funds), economic development, human resources, and government purchasing **is required**.
 - Experience with various functions within municipal operations **is highly preferred**.

Salary and Benefits: The hiring range for the position is \$155,311 to \$198,022, depending on qualifications and experience. The City of South Fulton provides comprehensive benefits, including medical coverage and a retirement plan with an employer match.

To apply, please visit <https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Assistant City Manager – South Fulton, GA** title.

- 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 **must** apply by April 20, 2024.
- Successful semi-finalists will be invited to participate in virtual and skill evaluation interviews on May 16 - 17, 2024. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Direct *inquiries* to hireing@developmentalassociates.com

The City of South Fulton, GA, is an Equal Opportunity Employer. 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."

