

City of Sugar Hill

Title: Assistant City Manager
Reports To: City Manager

Job Summary

Under the direction of the city manager, this position is responsible for providing day-to-day oversight and guidance to a wide range of operational departments, including public works, the city's natural gas utility, stormwater utility, recreation, and construction project delivery. The incumbent also acts for the city manager when the city manager is on official business away from city hall or is otherwise unavailable.

Major Duties

- Under the direction of the city manager, provides daily oversight of the departments assigned and helps each department carry out its goals and objectives.
- Understanding of the project delivery spectrum from ideas to budget, conceptual design, bid documents, contracting, construction, and documentation.
- Knowledge of public works and delivery of the city's unique services ranging from yard waste collection and disposal, chipping, stormwater infrastructure maintenance, and rights-of-way and median mowing and maintenance service.
- Knowledge of road and transportation infrastructure options for extending road lives and executing the city's annual road paving project.
- Knowledge of the regulatory and economic environment of managing a large municipal natural gas system with almost 13,000 meters.
- Assists the city manager in developing the annual operational, enterprise and capital budgets and monitors the budget for compliance with city policies, city charter and state law.
- Assists the city manager in developing, monitoring and implementing the city's strategic vision and prepares reports for presentations to the mayor, council, and residents.
- Assists the city manager with the creation of business-friendly customer service processes and monitors city policies and procedures to ensure the highest level of customer service.
- Represents the city manager at various industry and regional meetings and presents "white papers" for consideration by the city manager.
- Participates in the senior management team and helps the city manager with team building, training, employee enrichment and succession planning.
- Coordinates activities of various departments involved in supporting the planning and execution of special events.
- Performs other duties as assigned.

Knowledge Required

- Knowledge of local government finance and operations, particularly municipal finance and operations.
- Knowledge of administrative practices and principles including goal setting, program budget development and implementation.
- Knowledge of zoning principles, city zoning ordinances, land use plans, development regulations and city planning and design overlays.
- Knowledge of supervisory and management principles and practices.
- Knowledge of socio-economic and demographic research techniques and awareness and understanding of the city's history and demographic trends.
- Knowledge of downtown development trends, principles and best practices.
- Ability to write reports clearly and in a professional manner while conveying technical information to the residents.
- Ability to operate and utilize computer systems and software, (Excel, Word, PowerPoint), as well as AI technology in the performance of duties.
- Ability to supervise the work of departmental staff including, coordinating, assigning, monitoring and evaluating work; hiring, training, counseling, disciplining staff and processing grievances.
- Ability to operate and utilize computer systems and software, (Excel, Word, PowerPoint), as well as AI technology in the performance of duties.
- Ability to establish and maintain effective working relationships with department directors and personnel, as well as with the many "partners" of the city.
- Evaluates and communicates the impact of potential legal or regulatory changes on the city, including consultation with the city attorney under the authorization of the City Manager.
- Skill in oral and written communications.

Supervisory Controls

This position is under the direct supervision of the City Manager.

Guidelines

Guidelines include budgeting and financial management, land use laws, real estate law, state and federal laws, city codes, ordinances, rules, regulation and policies. These guidelines require judgment, selection and interpretation in application.

Complexity/Scope of Work

Work requires analysis and judgment in accomplishing diverse duties. Work requires substantial independent thinking within the limits of guidelines, policies, standards and precedents. Multiple demands and time constraints contribute to the complexity of the work. Successful performance

contributes to the improvement of city operations, finances, the city's tax base, job market, development potential and promotion of the city's brand image.

Personal Contacts

Contacts are typically with department heads, city staff, mayor and council, real estate developers, attorneys, architects, engineers, state and federal agencies, and residents.

Physical Demands/Work Environment

The work environment is typically performed while sitting at a desk or table while intermittently sitting, standing, stooping, bending, crouching or walking. The employee occasionally lifts light objects. The work is typically performed in an office but may include occasional exposure to hot, cold or inclement weather. The employee uses tools or equipment requiring dexterity.

Supervisory and Management Responsibility

Under the direction of the city manager, this position serves as a liaison with assigned operational departments and promotes cross-departmental coordination for the delivery of high-quality services to residents.

Minimum Qualifications

Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to public administration, management, planning, engineering, business, economics, or community or economic development; Master's Degree preferred; three (3) to five (5) years of progressively higher responsibilities, or an equivalent combination of education and experience accepted. Valid State of Georgia Driver's license required.