

THE CITY OF
**Powder
Springs**



OUTSTANDING OPPORTUNITY
TO SERVE THE CITIZENS OF
**POWDER SPRINGS,
GEORGIA**
AS THEIR NEXT
CITY MANAGER



Introduction

Slavin Management Consultants has been retained by the City Council of Powder Springs, Georgia to assist in the recruitment, hiring, and orientation of a new City Manager. This profile has been developed after consultation with the Mayor and City Council. The City Council is unified in its objective to hire a highly-qualified professional based on the interpersonal and professional qualities and skills desired for the position.

policies and procedures as appropriate; develops strategies for growth and economic development; and assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

For additional information about Powder Springs, please visit www.cityofpowdersprings.org.

The Community

The City of Powder Springs is located in Cobb County, Georgia, one of the major counties in the greater Atlanta metropolitan area. Downtown Powder Springs features several historic commercial buildings and a variety of historic homes. Today, Powder Springs is a modern, growing community with a population of approximately 15,000 and all the attributes of modern day working and living. There is affordable housing, good schools, nearby shopping and restaurants as well as easy access to the big city amenities of Atlanta.

The Organization

The City of Powder Springs is a fiscally-sound, full-service City providing its residents with the following services: planning (including permits, codes and licenses), police, public works (including water, sewer and sanitation services), administration, finance, purchasing, human resources and information technology. Fire protection, parks and recreation and assessments are provided by Cobb County. Powder Springs has a current all funds budget of \$15.6 million. There are approximately 80 FTE's.

Policymaking and legislative authority are vested in the Powder Springs City Council which consists of the Mayor and five Council members, all elected on a nonpartisan basis. The Mayor and two Council members are elected Citywide and the remaining three Council members are elected by separate wards. The Mayor has no vote on Council.

The City Manager, who is appointed by the Mayor and Council, appoints City department heads; manages activities of City departments by assigning priorities and objectives to department heads and professional staff; executes policy as directed by the Mayor and Council; recommends changes in administrative



VISION STATEMENT (From City's Comprehensive Plan)

The City of Powder Springs is proud of its quaint, small town lifestyle. The motto of the town "small enough to know you, yet large enough to serve you" typifies the City's commitment to maintaining that essential characteristic. Throughout the next twenty years, the City of Powder Springs will strive to maintain its identity as a small town amid the challenges of planning and development in a major metropolitan region. The City will protect its historic character and provide standards which reinforce this sense of place throughout new development.

The City of Powder Springs will strive to protect sensitive natural resources, such as floodplains and wetlands, from encroachment and development. While natural resources serve as a limitation to growth, they also provide opportunities for active and passive recreation. The City will expand its network of parks and greenways in order to serve as a key lifestyle amenity and refuge from automotive traffic. A network of open space, greenway trails, multi-use paths, and sidewalks will provide a fabric of linkages between neighborhoods and activity centers.

The City will preserve and enhance the quality of life and integrity of its suburban residential neighborhoods by including access to the City's activity centers and amenities, while prohibiting the intrusion of inappropriate land uses. Village center residential areas will provide a transition between established single-family residential neighborhoods and the City's activity centers. Village centers can supply a variety of housing options, enabling residents to remain within Powder Springs across different life cycle stages. Village centers will be pedestrian oriented in nature and supportive of mixed-use retail opportunities.

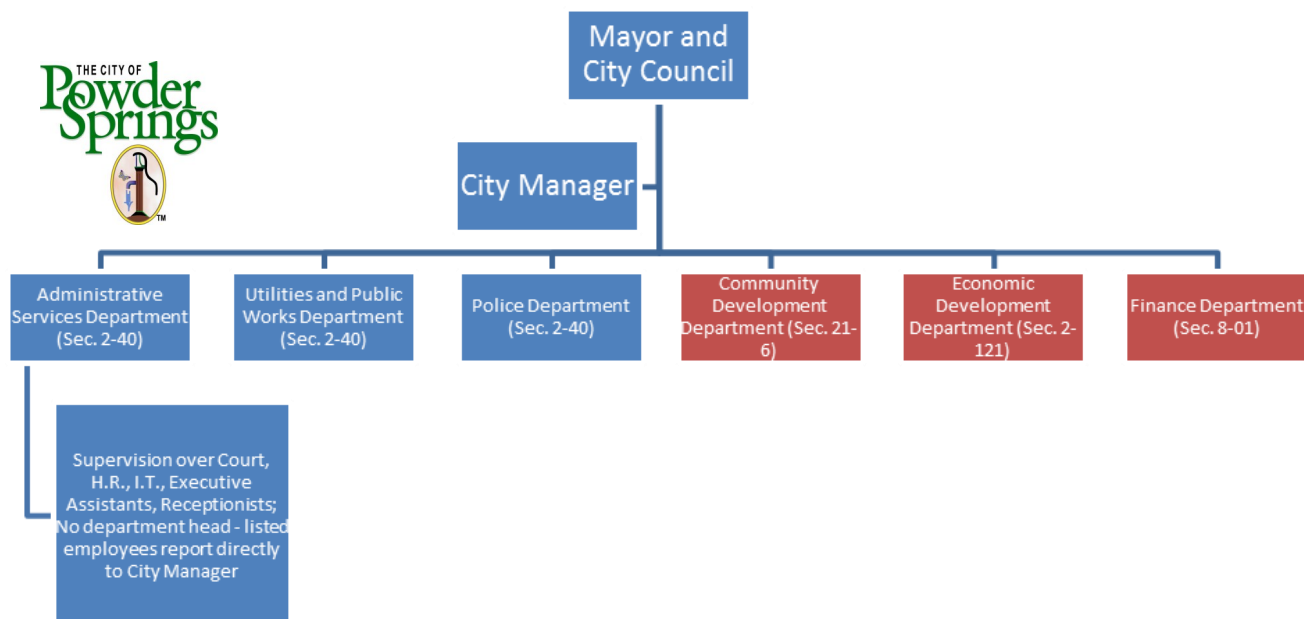
The Town Center area will remain the symbolic and economic heart of Powder Springs. The Town Center will increasingly become an active and dynamic mixed-use center offering multiple live, work, and play options to its citizens and neighboring communities. It will provide an increased variety of housing options within the Town Center while also expanding the variety of retail, commercial, and employment choices in and around that core.

The City of Powder Springs will provide for a variety of activity centers that are compatible with their surrounding context.

Neighborhood activity centers may provide opportunities for focal points between residential areas that may include neighborhood-oriented retail and dining, public gathering spaces, and recreational opportunities. The intersection of major arterial roads and transportation facilities may offer opportunities for community activity centers. These community activity centers may provide employment, shopping, and recreation with a draw beyond municipal boundaries.

Professional employment centers will provide quality job opportunities for residents of Powder Springs and strengthen the City's tax base.

CITY OF POWDER SPRINGS ORGANIZATIONAL CHART



Powder Springs City Council

Mayor Patricia Vaughn

Rosalyn Neal

Chris Wizner

Cheryl Sarvis

Al Thurman

Nancy Hudson

At-Large

At-Large Council Member

At-Large Council Member

Ward 1 Council Member

Ward 2 Council Member

Ward 3 Council Member

OUR MISSION

Mission Statement

The City of Powder Springs is dedicated to serving the people who live, work and do business within our community, providing leadership, vision and exceptional quality of life.

Operational Core Values

- We are stewards.
- We demonstrate integrity.
- We value employees.
- We are customer driven.
- We demonstrate professionalism.
- We practice innovation.



Powder Springs City Manager

(From The City's approved Job Description for City Manager)

Job Summary: This is high-level administrative, technical and professional work in directing and supervising the administration of city government. Work involves managing and supervising all departments of the City to achieve goals within available resources. Responsibilities include preparation of 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.
- Executes policy as directed by the Mayor and Council; recommends changes in administrative policies and procedures as appropriate.
- Directs the proper administration of all personnel functions; plans, directs, assigns, and reviews the work of subordinate staff; prepares and, conducts performance evaluations of direct subordinate staff on a periodic basis.
- Oversees public relations for the City and coordinates prompt follow-up action as necessary through the appropriate department or division head in response to complaints or problems.
- 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, City Council and department heads.
- Communicates official plans, policies and procedures to staff and the general public.
- Reviews City financial reports prepared by the Director of Finance; advises the Mayor and City Council of the financial conditions and current and future city needs; reviews and analyzes departmental budgetary requests; develops and presents annual operating and capital improvement budgets.
- Develops strategies for growth and economic development of the City; directs the development of short and long-range master plans which are in the best interest of the City; presents plans and recommendations to Mayor and Council; coordinates and oversees major public capital improvement projects for City.
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Appoints and removes all department heads (with confirmation of the Mayor and City Council), officers, and employees of the City.
- Ensures that all operations are performed according to City policies, procedures, and ordinances as well as federal, state, and local laws.

- Coordinates projects and communication w/ regional, state and federal agencies on various issues including transportation, planning, public safety, air quality and other environmental issues.
- Tracks legislative issues and ensures that the City stays abreast of and in compliance with new laws.
- Responsible for personnel management and recommends personnel changes.
- Performs other duties as assigned.

Management and Leadership Experience

- Experience with a community similar to Powder Springs with similar demographics, values, aspirations, revenue base and issues
- Experienced local government executive with a solid record of accomplishment
- Experience with the council/manager form of government
- Experience with growth, economic development, environmental, and community quality of life issues
- Demonstrated achievement including innovation

Management and Leadership Style

- Speaks his/her mind—not a “yes” person.
- Understands and respects the role distinctions between the City Council, City Manager and senior staff.
- Able to work effectively with a City Council comprised of intelligent and committed members.
- Provides the Council with completed staff work which is always thoroughly researched and vetted.
- Excellent negotiator with strong problem solving skills including a willingness to compromise when appropriate
- Proactive, and a strategic thinker and planner who understands economics and competing priorities
- Creates a bond of teammanship among the elected officials, the City Manager and senior staff which penetrates the entire organization fostering a strong sense of organizational cohesiveness and commitment to the Branson community .
- Fiscally responsible with taxpayer resources

Management and Leadership Skills

- Politically astute but not political
- A strong leader and manager who sets clear goals, delegates effectively and holds staff accountable to achieve their goals
- Skillful advocate for Powder Springs with the ability to work effectively and productively with the other governments, citizens, businesses and other stakeholders
- Excellent technical and government management skills
- Advocate for open government with a service orientation and highly responsive to citizen/customer needs and concerns.

Management and Leadership Abilities

- To prioritize strategically
- To earn respect from both the resident and business interests and be able to encourage diverse interests toward mutually acceptable decisions
- To balance the often competing needs/priorities of the community

Qualifications

Minimum qualifications: Bachelors' degree in public administration or related field; Master's degree in Public Administration or related field preferred; seven years of increasingly responsible experience in local government, including five years in a supervisory role; or an equivalent combination of education and experience.

Competitive starting salary and excellent benefits negotiable depending upon qualifications and experience.

Apply by December 12, 2014 with cover letter, resume and present salary to:

Robert E. Slavin

SLAVIN MANAGEMENT CONSULTANTS

3040 Holcomb Bridge Road #A-1

Norcross, GA 30071

TEL 770/449-4656

FAX 770/416-0848

Email: slavin@bellsouth.net



In compliance with Georgia open records laws, the names of up to three finalists will be made public 14 days prior to final Council consideration and vote.

AN EQUAL OPPORTUNITY RECRUITER/EMPLOYER

