

# City of Quitman, Georgia

*Population: 3,703*



## City Manager Recruitment







## **QUITMAN, GEORGIA**

The City of Quitman was incorporated as a town in 1859 and as a city in 1904. The City was designated the County seat of newly formed Brooks County in 1858. The City is in southwest Georgia seventeen miles west of Valdosta and the Florida border. U.S. Routes 84 and 221 pass through the center of the City.

Quitman's residents and visitors alike enjoy the rich heritage, historic homes and farms, abundant and innovative agriculture, and community festivals and events. Quitman is known as the Camellia City because of the plants grown there and because it was the home of Betty Sheffield, the First Lady of Camellias.

Quitman boasts one of the largest historic districts per capita in all of Georgia. The City's Historic District houses late 19th and early 20th century brick buildings in the commercial district and mainly wood frame homes from various periods and styles in the residential area.

According to the United States Census Bureau, Quitman has a total area of 4.1 square miles and an estimated 2019 population of 3,703. Quitman has 1,707 households, and 1,131 families residing in the City's 2,034 housing units. The racial makeup of the City is 25.1% White, 67.6% African American, 0.2% Native American, 0.3% Asian, 1.0% from two or more races, 5.7% Hispanic or Latino and 0.03% other races. The median age is 39.6 years.

In 2019 the median income for a household in Quitman was \$31,643. The median per capita income for the City was \$19,150. In 2017, the median house or condo value was \$93,210. In March of 2019, the cost-of-living index for Quitman was 87.7% (12.3% below the national average of 100%).

Visit Quitman on the web at: [www.quitmanga.gov](http://www.quitmanga.gov).

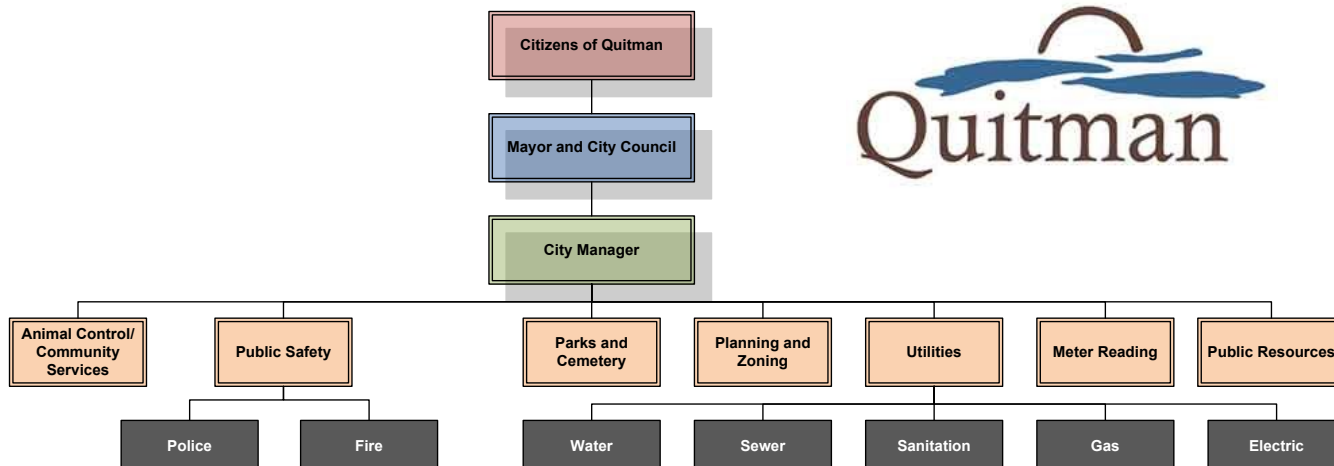
## **GOVERNANCE**

The City of Quitman utilizes the Council/Manager form of government. Accordingly, governance is vested in a City Council which is composed of five members including the Mayor and four other members. The Mayor is elected at-large and serves a four-year term. The four Council members are elected two each from two Districts and serve four-year overlapping terms. Elections are nonpartisan and there are no term limits.

The City Council appoints a City Manager who serves as the administrative head of the municipal government and is responsible for the efficient administration of all departments. The City of Quitman is a full-service municipality which provides the following General Fund supported services: Animal Control/Community Services, Public Safety (includes Police and Fire), Meter Reading, Parks and Cemetery, Planning and Zoning, and Public Resources along with the following enterprise-funded services: Electric, Gas, Sanitation, and Water and Sewer.

# City of Quitman, Georgia

## Organization Chart



Quitman’s FY20-21 General Fund budget is \$3,579,894.16. The current Enterprise Funds budgets equal \$8,887,469.48.

### THE CITY MANAGER

#### JOB TITLE: CITY MANAGER

#### CITY MANAGER DEPARTMENT

#### GENERAL STATEMENT OF JOB

Given broad objectives, the City Manager is responsible for planning, directing, and supervising the activities of all City employees. The City Manager is responsible for the proper administration of the policies and affairs of the City. and is responsible for policy development and implementation; managing and controlling the functions of all City departments and performing duties and functions relative to a wide range of City programs and functions. He or she is appointed by and reports to the City Council.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

- Oversees the general administration and operations of the departments of the City of Quitman; executes the policies, directives, and legislative actions of the City Council, and prepares and presents policy improvements/changes to same.
- Manages activities of City departments as follows:
- assigns priorities and objectives to department heads and professional staff; reviews/approves management reports regarding department and administrative activities; develops and motivates staff; provides instruction and guidance to department heads as needed; oversees and controls

the planning, development, and implementation of various City systems and functions.

- Monitors the financial condition of the City and advises Council of the same; estimates present and future financial needs; works and consults with Council Members and department heads concerning budget preparation; reviews and analyzes the financial position and related matters of the City; submits proposed budget to City Council for review, consideration, and approval; administers and monitors operating budget.
- Maintains communication with City Council for the exchange of information, development of policies, resolution of conflicts, strategic direction, etc.
- Makes decisions based on examination of alternatives and recommendations that impact on a broad range of functional areas.
- Exercises responsible judgment in resolving problems involving citizens.
- Maintains effective working relationships with elected officials, representatives of local, state, and federal agencies, local civic organizations, the media, and others involved with City government.
- Attends professional development educational classes, conferences, and seminars which are relevant to City functions and operations.
- Prepares a wide variety of records and reports such as the annual budget, weekly status reports, Council agendas, policy papers, news releases, financial status reports, gen-

eral correspondence, performance appraisals, customer service reports, etc.

- Performs other related duties as required.

**DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES AND PERFORMANCE INDICATORS**

**Knowledge of Job:**

- Has extensive knowledge of public administration principles and practices with reference to City operations and administration, including the principles of organization and functions of City government units.
- Has knowledge of accounting information systems and of fund accounting and internal control.
- Has a thorough knowledge of the preparation of estimated annual budgets, and the presentation of same for approval by authorized elected officials.
- Knowledge of municipal taxation, budgetary and financial management methods, and techniques.
- Knowledge of Georgia law relating to local governments; City Charter and ordinances; lawful employment practices; community relations; city planning.
- Working knowledge and understanding of municipal utilities administration, operations, financing and regulations.

QUITMAN MAYOR AND CITY COUNCIL	
Nancy Dennard	Mayor
Mattie Neloms	Mayor Pro Tem
Mark De Vane	Council Member
Robby Christian, Sr.	Council Member
Lula Smart	Council Member

**Communication Skills:**

- Knows how to clearly articulate public policy and explain complex legal and technical operations in an understandable fashion.
- Can effectively communicate with individuals or groups utilizing a broad base of verbal skills.
- Can maintain harmonious and effective working relationships with the City Council, employees, and the general public.

**Planning:**

- Develops and administers long-term goals for the City as necessary in the promotion of effectiveness and efficiency for City benefit.
- Keeps abreast of any changes in policy, methods, operations, equipment needs, etc. as they pertain to City operations and activities.
- Expresses ideas effectively, both orally and in writing.
- Within the constraints of City policy, formulates the appropriate strategy and tactics for achieving departmental and City objectives and/or recommends alternative strategies for consideration.
- Organizes, arranges, and allocates manpower, financial and other designated resources in an efficient and effective way to achieve the goals and objectives of the department and City.

**Administration:**

- Maintains harmonious and effective working relationships with the City Council, employees, and the general public and other agencies involved with the City.
- Has extensive knowledge of local operations, programs, problems, and resources available to resolve City problems.
- Is familiar with all rules, regulations, laws and ordinances of various departments and agencies or other organizations with which the City is conducting business.
- Has considerable knowledge of the principles of organization, planning, management, supervision and evaluation.
- Plans and organizes daily work routine.
- Establishes priorities for the completion of work in accordance with sound time-management methodology.
- Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly.
- Attends meetings, planning sessions and discussions on time.
- Implements work activity in accordance with priorities and estimated/or actual schedules.
- Maintains a calendar for meetings, deadlines, and events.

**Staffing:**

- Works with City Human Resources to select and recommend employment of personnel who are qualified both technically and philosophically to meet the needs of the department and City.



- May personally direct the development and training of new personnel to ensure that they are properly inducted, oriented, and trained.
- Shares knowledge with managers, supervisors, and staff for mutual and City benefit.
- Contributes to maintaining high morale among all City employees.
- Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, customers, and the public and the media to maintain good will toward City and to project a good image.
- Tactfully and effectively handles requests, suggestions and complaints from other departments, organizations and persons to maintain good will within City.
- Emphasizes the importance of maintaining a positive image within City. Interfaces effectively with higher management, professionals, customers, and the general public.



#### **Policy Implementation:**

- Has a clear and comprehensive understanding of City policies regarding the department and City function.
- Adheres to policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.



#### **Policy Formulation:**

- Stays abreast of changes in operating philosophies and policies of the City and continually reviews department policies to ensure that any changes in City philosophy or practice are appropriately incorporated.
- Understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

#### **EDUCATION AND EXPERIENCE**

Requirements include a Master's degree or the equivalent in Public or Business Administration or a closely related field (preferred). Attainment of the ICMA Credentialed Manager designation is also a plus. Experience as a city manager, assistant or deputy city manager or department head in a community where economic development, customer service, high ethical standards and open communications exist and are valued, is strongly desired. An equivalent combination of education and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job will be considered.

Residency within the City of Quitman is not required.

#### ***The ideal candidate will have:***

- A record of being a "working manager" where staff resources are more limited than in larger organizations;
- Strong communications and "people" skills;
- Experience in a jurisdiction which provides water, wastewater, gas and/or electric utilities is preferred but not required.
- A record of gaining value for taxpayers through cost controls and improved efficiencies;
- A record of community involvement including work with the committees, commissions and organizations supporting the City;
- Comfortable living and working in South Georgia;

- Communication skills which include proactively reaching out to the Council and Mayor on a regular basis utilizing both City Manager and department director input;
- Superior written, oral and interpersonal communication skills;
- A personable and caring approach to relationships with staff, Council and the community;
- A planned and proactive approach to management to lessen the need for reactive management;
- Outstanding management and leadership presence
- The ability to admit mistakes;
- A practice of fostering communications among departments and between the City and external agencies that have shared goals and objectives;
- Fortright and honest with the Council and all stakeholders



**CHALLENGES**

- Develop a cohesive management team from a group of capable and valued department heads who have been without a City Manager since 2018;
- Initiate and guide a strategic planning process;
- Create a welcoming environment for economic development;
- Work with the County and/or other pertinent agencies to reduce overlapped service delivery and/or to expand revenue funding;
- Write and obtain grant funding;
- Coordinate economic development activity to both assist current businesses as well as to attract new businesses to the City.



**COMPENSATION AND BENEFITS**

The starting salary is based on experience and salary history. Benefits are excellent and highly competitive.

**TO APPLY**

This position will remain open until filled. The City is anxious to fill it as soon as possible. If interested, you are encouraged to submit your resume and cover letter with current salary without delay to [slavin@bellsouth.net](mailto:slavin@bellsouth.net).

For additional information please contact either:



Robert E. Slavin or Barbara Lipscomb  
**SLAVIN MANAGEMENT CONSULTANTS**  
 3040 Holcomb Bridge Road #A1  
 Norcross, GA 30071  
 Phone: (770) 449-4656



**THE CITY OF QUITMAN IS AN EQUAL OPPORTUNITY EMPLOYER**