

The City of Snellville, Georgia

Invites your interest in the position of

CITY MANAGER



Snellville City Hall

THE CITY OF SNELLVILLE

Snellville is located in Gwinnett County, approximately 25 miles northeast of Atlanta. The City encompasses approximately 10.46 square miles and has a current population of approximately 18,250. With its low cost of living, temperate climate and easy access to Atlanta, the Snellville residents are provided all the conveniences of a large city in a small town atmosphere.

Demographics

- Average Household Size: 2.87
- Total Housing Units: 5,391
- Median Age: 38.6
- Percent of Population 18 years and over: 73.4%
- Percent of Population 65 years and over: 12.3%

Services

- The City of Snellville has its own Police Department.
- Residential trash service is included in City taxes.
- Gwinnett County Fire Station #12 and the Elizabeth H. Williams Public Library branch are both located

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within the City.

- Eastside Medical Center is located within the City..
- The Hartsfield-Jackson Atlanta International Airport is less than an hour’s drive.

Education

- Several elementary, middle and high schools service Snellville’s students, including the South Gwinnett and Brookwood clusters.
- Snellville residents have access to many institutes of higher learning including Georgia Gwinnett College, Gwinnett Technical College in Lawrenceville, Emory University, Georgia Institute of Technology and Georgia State University in Atlanta and the University of Georgia in Athens.

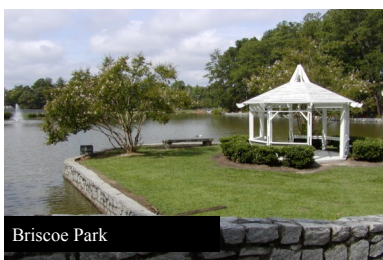
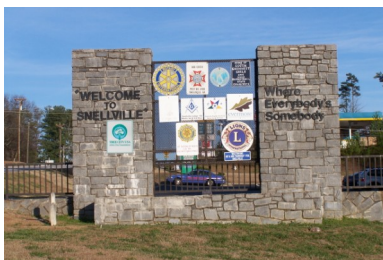
Recreation

- Snellville residents have access to the beautiful T.W. Briscoe Park. This Snellville City Park has a 7-acre lake, walking trails, picnic areas, playgrounds, athletic fields and a large outdoor pool.
- A variety of adult and youth programs are offered at Briscoe Park including soccer, softball, flag-football and summer day camp. The Park hosts several special events throughout the year for the community.
- Stone Mountain Park is only a 15 minute drive and offers many events and recreational activities.

Sports and the Arts

- The New London Theatre is located within the City limits and presents several plays throughout the year.
- The Gwinnett Ballet Theatre offers both classes and performances.
- Gwinnett County has its own minor-league hockey and baseball teams.
- There are 2 movie cinemas within the City limits.
- The City of Atlanta is a short drive away and offers many cultural and recreational activities.

For more information about Snellville, Georgia, visit the City’s website at <http://www.snellville.org>.

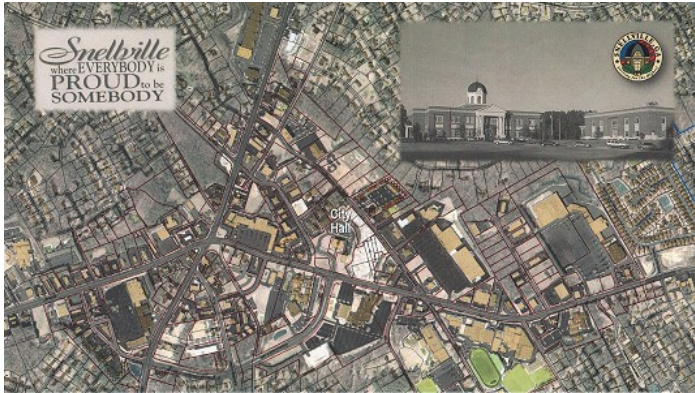


SNELLVILLE CITY GOVERNMENT

The City is a municipal corporation created under the laws of the state of Georgia and has its corporate name as "City of Snellville, Georgia." The affairs of the City are conducted by a mayor and a five-member City Council. The Mayor and the City Council members are elected at-large. The Mayor and Council Members serve on a part-time basis and are elected to staggered terms of four years. The Council is responsible for passing ordinances, adopting the budget, establishing tax rates, appointing committees and hiring the City Manager, City Clerk and City Attorney. The City Manager oversees the day-to-day operations of the City and ensures the smooth and efficient delivery of municipal services.

The City provides a full range of services including law enforcement; the construction and maintenance of buildings, parks, streets, storm water drainage facilities, and other associated infrastructure; park and recreational activities; elections; court system; building inspections; planning and zoning; recycling; sanitation; and general administrative and support activities.

The current City total expenditure budget is \$19,052,655.00. The current General Fund budget is \$9,377,000.00. There are about 95 employees divided into the following functional units: City Manager, City Clerk, Police, Public Works, Parks and Recreation and Planning and Development.



- The Snellville City Council**
- Kelly Kautz - Mayor
 - Dave Emanuel - Post 1
 - Diane Krause - Post 2
 - Tom Witts - Mayor Pro Tem, Post 3
 - Bobby Howard - Post 4
 - Mike Sabbagh - Post 5

MAJOR CITY INITIATIVES

Towne Center @ Snellville — In 2011, the City embarked on a visioning, master planning, and branding initiative designed to re-imagine Snellville downtown. The result of this process was the adoption of a downtown / town center master plan known as "The Towne Center @ Snellville." This plan will serve as the master plan for the redevelopment of over 200 acres in the center of Snellville. It is an ambitious plan designed to revitalize and reenergize Snellville as a premier community in which to work, live, and play.

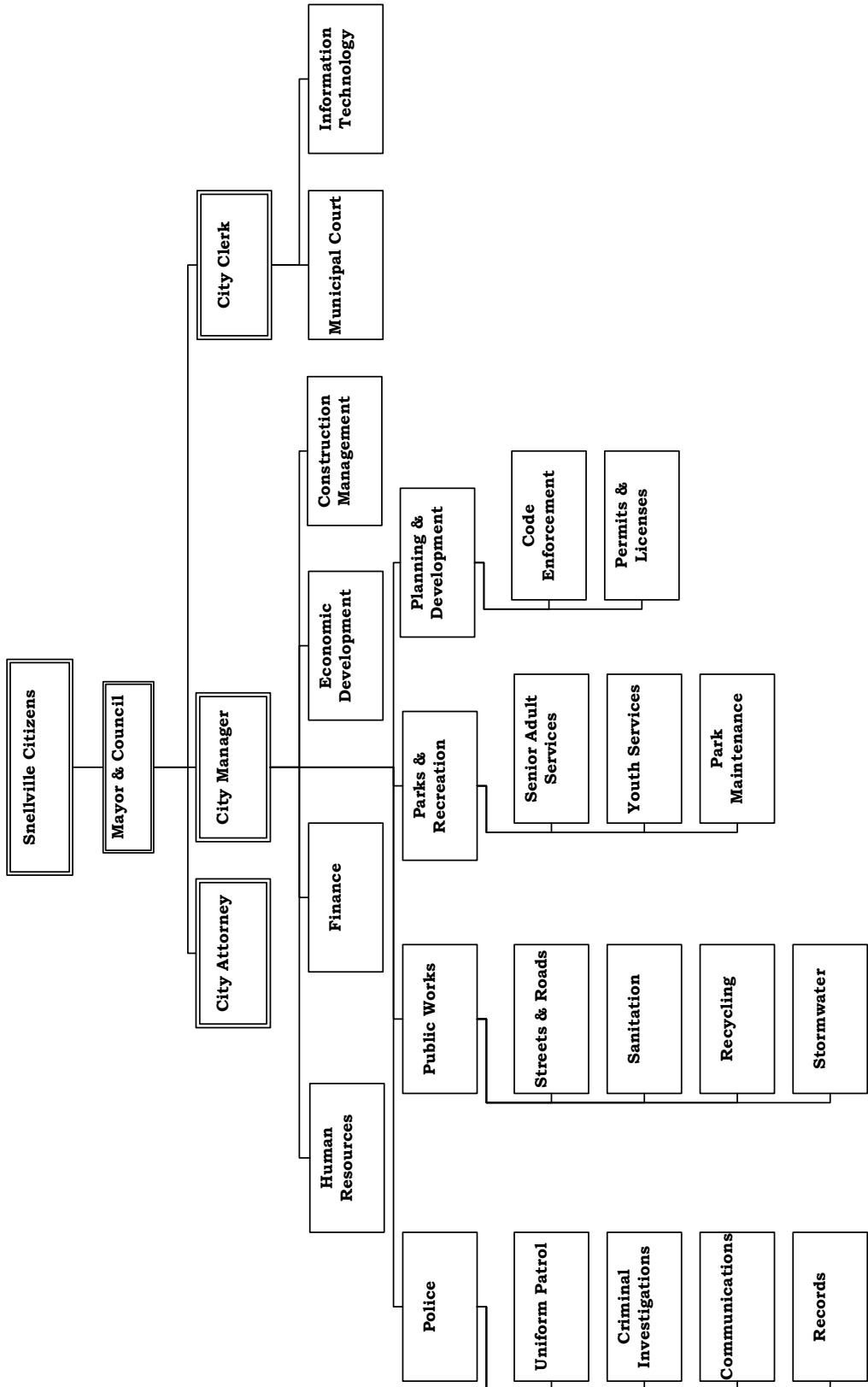
Briscoe Park Phase 2 — The City will be using SPLOST revenues to renovate and improve Briscoe Park, the City's main outdoor park. These improvements are designed to maintain Briscoe's reputation as one of the premiere City parks in the region. These improvements continue the City's commitment to providing excellent facilities for citizens.

LCI Project — Streetscape improvements to Oak Road, Clower Street, and Wisteria Road in the town center area continue the City's investment in the Town Center area. Along with City Hall, the Senior Center, and the new Police Headquarters facility, these public improvements are designed to stimulate further private development in the City's core business area. This project is partially funded by the Atlanta Regional Commissions Livable Centers Initiative.



City of Snellville

Organizational Chart



ABOUT THE CITY MANAGER

The following was excerpted from the Snellville City Charter concerning the City Manager:

“Section 3.14. City Manager.

(a) A city manager shall be nominated by the mayor with the confirmation of the city council. The city manager shall be the chief administrative officer of the city and manage and direct the daily operations of the city government in accordance with local ordinances, law, and policies prescribed by the city council. The city manager shall direct the administrative activities of the city; act as focal point for strategic planning, programming, and budgeting; supervise all city employees; serve as a liaison among the city staff and governing body; assist the general public; and serve on any boards or committees created by the council.

(b) The city manager shall specifically:

- (1) Discipline, suspend, or remove all employees, excluding the city clerk, as further provided by this Charter or state law. The city manager may delegate said authority to the head of a department or office regarding his or her subordinates;
- (2) Appoint and hire, when necessary for the good of the city, all employees to fill a vacancy or approved position; provided, however, that the mayor shall appoint and hire the city clerk. The city manager shall make a recommendation regarding that position;
- (3) Prepare and submit to the city council for approval personnel policies and procedures;
- (4) Prepare and submit to the city council for approval a position classification and pay plan;
- (5) Prepare and administer the annual operating and capital improvements budgets and any other budget and submit same to the city council;
- (6) Prepare and submit to the city council, as of the end of the fiscal year, a complete report on the finances and administrative activities of the city for the preceding year;
- (7) See that all laws, ordinances, and policies are duly enforced; and
- (8) Perform other such duties as may be required by the city council not inconsistent with state laws, city ordinances, or this Charter.

(c) The city manager's duties and responsibilities may be further defined or provided by a class specification or job description or as assigned or designated by the city council.

(d) Except for the purposes of inquiries and investigations, the mayor, the city council, and council members shall deal with city officers and employees who are subject to the direction and supervision of the city manager solely through the city manager; and the mayor, the city council, or council members shall not give orders to any such city officer or employee, either publicly or privately.

(e) The city manager shall serve at the pleasure of the mayor and city council and may be suspended or removed by a vote of four members of the city council.”

QUALIFICATIONS

Minimum requirements include education and experience equivalent to a bachelor's degree in public or business administration (MPA preferred) combined with successful experience as a local government

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manager or assistant manager in a complex community comparable to Snellville. Ideal experience includes economic development, redevelopment and outcome-based organizational performance measurement. Must understand the elements of economic sustainability in a suburban community. The successful candidate must clearly possess and apply superior communication, organizational management and staff leadership skills and abilities.

Ideal candidates will be strong in the following areas and have the following interpersonal, management and leadership style characteristics:

Required Professional Strengths

- Finance and budget
- Economic development
- Intergovernmental relations
- Professionally knowledgeable and up-to-date
- Both outcome focused and aware of what is happening
- Ability to work effectively with a divided council

Required Interpersonal Characteristics

- A “people person” with excellent verbal and written communications skills
- Innovative and not wedded to status quo
- A team player and consensus builder
- Self-confident but non-intimidating
- Sense of humor; doesn’t take things personally

Desired Management and Leadership Style

With the Mayor and City Council

- Understands and appreciates the role distinctions between the City Council and the City Manager and the City Manager and staff
- Earns the Council’s trust, treats all Members fairly and equally and doesn’t “play favorites”
- Critical that the City Manager communicate effectively with all Council Members ensuring that each member is provided the same information, complete and objective information and in a timely manner - no avoidable surprises
- Provides the Council with completed staff work with recommendations and options
- Must be politically astute and sensitive but careful not to become (or be perceived to be) politically aligned

With the Staff

- Assertive leader and outcome-focused manager who sets clear goals and high expectations, provides the resources needed to get the job done and measures performance by outcomes
- Supportive; sees role as providing staff with necessary resources
- Is visible and accessible to all employees
- Leads by example; earns staff’s loyalty; inspires and motivates staff to perform at their highest levels
- Encourages staff to develop new ideas and is receptive to implementing them when appropriate
- Strong but non-confrontational or intimidating in style
- Evaluates staff performance annually

ISSUES AND OPPORTUNITIES

The following issues and opportunities were identified by the Mayor and City Council members as items that Snellville's next City Manager will face:

- Careful and diligent management of the City's 400-acre multi-year Town Center Development project;
- Plan for the use of proceeds generated by the Service Delivery Strategy litigation recently decided in favor of Gwinnett County cities (\$1.5 million initially and \$450,000 annually for Snellville);
- Management of the redevelopment at Briscoe Park project;
- Need for a comprehensive strategic plan for the City;
- Development of a cohesive economic development plan for the City;
- Proactively pursue opportunities for "value added" annexations as they are presented;
- Assist the City's Urban Redevelopment Agency to find opportunities for community improvement;
- Develop and initiate an annual performance review process for the City Manager (and all municipal employees);
- Maximize the positive and minimize the negative impacts of the state's impending project to build a "continuous flow" interchange at the highway 78 & 124 interchange;
- Maintain and enhance the City's healthy financial condition;
- Upcoming management, staffing and organizational study; and
- Need to keep up with municipal infrastructure needs as the City grows, including sidewalks.



COMPENSATION

The compensation for the City Manager position will be highly competitive. The starting compensation level is dependent upon the selected individual's qualifications and match with the desired attributes being sought by the City. The City will pay reasonable and customary moving expenses for the next City Manager who is required to live within the city limits.

TO APPLY

In order to be considered for this position, please send your resume and cover letter with current salary by April 23, 2012 to slavin@bellsouth.net.

For additional information about this job, please contact:

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