



# City of East Point, Georgia City Manager

SLAVIN MANAGEMENT  
CONSULTANTS

NOVEMBER 2008

## About East Point, Georgia

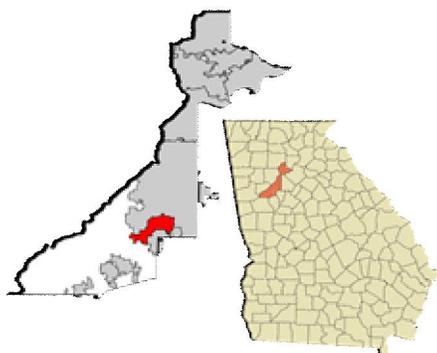
Conveniently located in south Fulton County, just inside the I-285 perimeter and only 12 miles southwest of Atlanta, East Point is a friendly community of nearly 40,000 people – many of whom chose East Point because of its convenient accessibility to metro Atlanta.

East Point is/has:

- easy access to all four major Atlanta highways: I-285, I-75, I-85 and I-20.
- fifteen minutes from downtown Atlanta.
- adjacent to the Atlanta Airport.

In addition to convenience in travel, East Point also offers:

- three recreational complexes.
- four major financial institutions.
- 12 hotels.
- five elementary schools, two middle schools, an award winning magnet high school, three Christian schools and one college.
- an award winning hospital.
- the Dick Lane Velodrome – one of only 22 such bicycle tracks in the



East Point is located in Fulton County

U.S.

- Utility services for residents that include electric, water, sewer, storm water, sanitation.

### A BRIEF HISTORY OF EAST POINT

East Point is called that because it's the place where the Atlanta & West Railroad ends in the east, just as West Point, GA is the place where the rail line ends in the west.

The City started with a citizenry of only 16 families in 1870, but grew quickly after it became an inviting place for industry to develop. Soon it boasted the railway, two gristmills and a government distillery located on Connally Drive. One of the earliest buildings was the factory of the White Hickory Manufacturing Company, built by B.M. Blount and L.M. Hill (who became the first Chairman of the Board of aldermen, i.e. Mayor, of the City.

By 1880 the town also had two churches, a common school, a steam-gin, a sawmill, a post office (actually founded in 1851), a telegraph office and its own newspaper weekly, *The Plow Boy*. East Point ranked as a grain and cotton-growing center, and with its pleasant climate and proximity to the railway, had also become a popular summer resort.

In 1884 the first telephone rang in East Point, and in 1887, the city received its first charter. Then came the first housing boom in 1890, when a major portion of property along East Point Avenue was subdivided and developed, opening the way for more homes, more churches,



more people and more places of employment.

By 1892 Main Street was completed, despite protests from a few progress-shy early settlers who maintained that *one* major thoroughfare, Newnan Road, was more than sufficient.

By the turn of the century, the adolescent town was poised to grow into the city it eventually would become.

The City is becoming increasingly popular with growth-minded companies seeking small town charm.

As a Millennium City and Community of the Future, East Point is prepared to serve the needs of business development as well as its growing community.

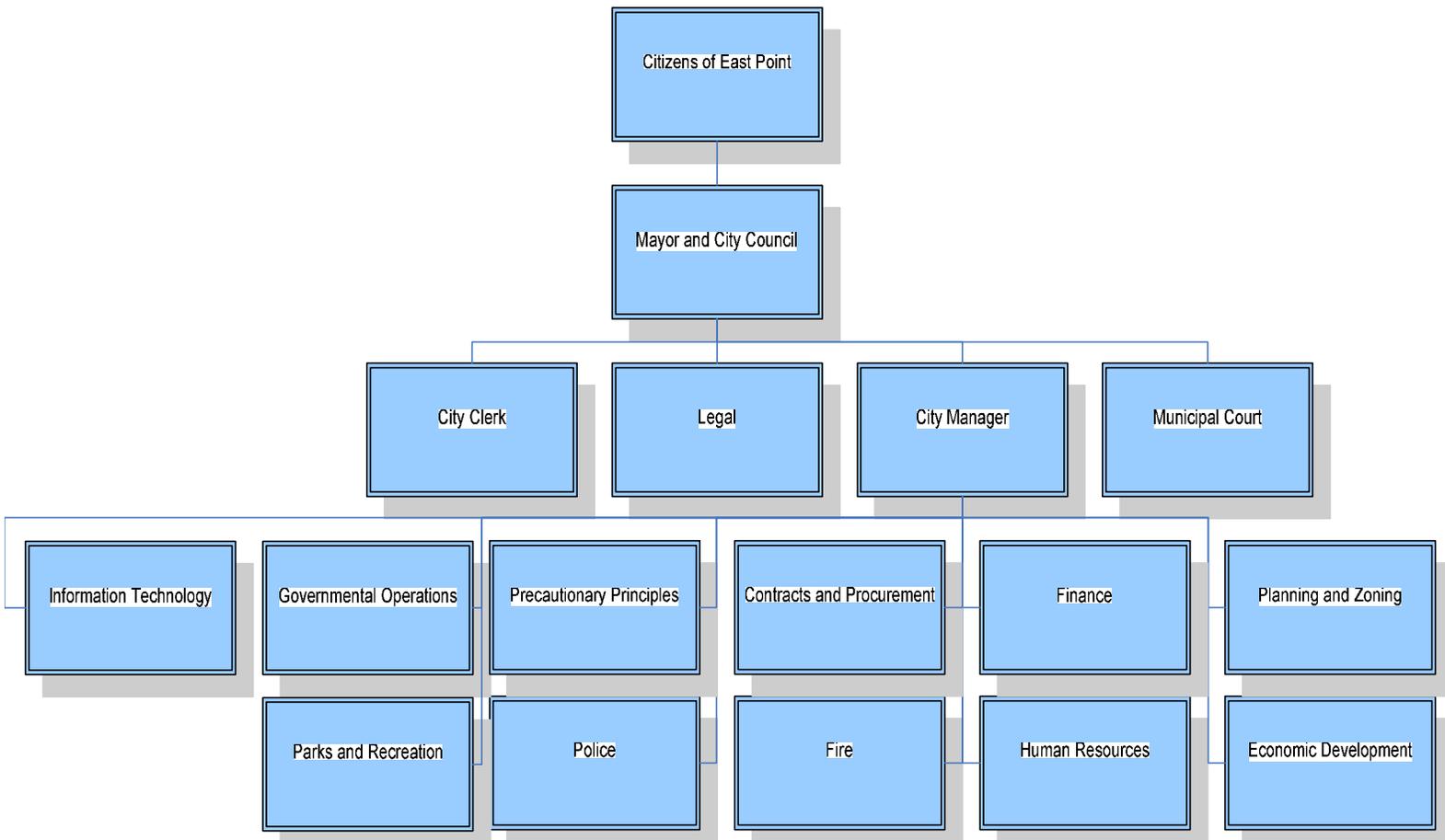
## About The Government

The City of East Point operates under the Council-Manager form of government. The Mayor and four Council Members are elected at-large while the four council members are elected from four wards. Each ward is represented by two Council members—one elected at-large and one from the ward. Council members are elected to four year terms, with half of the members elected every two years. The City Council appoints the City Manager to head the



administrative functions of City government. As authorized by its Charter and Code, the services provided by the City are Administration, Human Resources, Finance, Planning and Zoning, Police and Fire, Economic Development and Utilities (electric, water, sewer, storm water, sanitation).

### City of East Point Organizational Chart



## About the Position of City Manager

The position is responsible for directing and supervising the operations of East Point. Managing and supervising all departments of the City to achieve goals using available resources. Responsibilities include preparing 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 include:

- 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;

- 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 and City Council and direction to department heads;
- Communicates official plans, policies and procedures to staff and the general public;
- Prepares and administers annual City budget; monitors revenues



and expenditures by assigned area to ensure that City operations are performed within budget and to ensure sound fiscal control;

- Advises the Mayor and City Council of financial conditions and of current and future city needs;
- Prepares a variety of studies, reports, and related information for decision-making purposes;

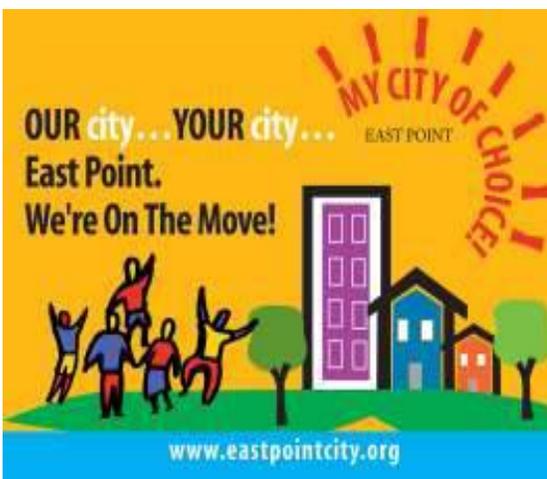
## Minimum Qualifications

The ideal candidate will have a Bachelors degree and ten years of progressively responsible local government experience. Including at least five years as an Assistant Manager or Manager. A Master's degree is preferred.

The selected candidate will also have a strong grasp of government related issues to include a strong financial background, utilities (electric, water, sewer, storm water, sanitation), planning/economic development, Enterprise Fund budgeting and

management experience and the ability to make decisions. The Manager will lead by example and set a standard for all other City employees.

## Mission Statement



*To provide exceptional city services in the most professional, courteous and effective manner to enhance the quality of life in the City of East Point. East Point is a City of excellence in providing housing and business development opportunities, public safety, and recreational and cultural activities.*

## Issues, Problems and Opportunities

- City needs to develop plan for replacement, maintenance and repair of infrastructure, including continuation of the current capital improvement program.
- Finances of City need to be closely examined and monitored; City recently laid off 65 employees.
- Develop/Maintain financial strategic plan for City.
- Improve employee morale.
- Increase employee performance.
- Continue employee training program.
- Review utility costs and rate structure.
- Improve community's perception of customer service.
- Review recent changes and assure City is on right path.



Jefferson Station

## Preferred Personal Attributes

- Knows and understands role of Manager in Council-Manager form of government. Treats Council as a group rather than individuals.
- Serves as advisor to Council; brings best and complete information forward to Council on all items.
- Sets a professional example for staff and is seen as a leader.
- Maintains an open style of communications that is appropriate for Council, staff and citizens.
- Is able to see big picture of government, but still pays attention to details.
- Involved with and is a part of the community; addresses citizens issues and follows-up.
- Is results oriented.
- Believes in employee development and works to ensure appropriate training is in place to benefit staff.

Visit East Point on the Web!  
[www.eastpointcity.org](http://www.eastpointcity.org)



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***If you are interested*** in this excellent opportunity, please submit your resume to:

Sam Trager, Managing Consultant  
**SLAVIN MANAGEMENT CONSULTANTS**

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The position is considered open until filled.

**Salary will be based on qualifications.**

In accordance with Georgia Open Records Laws, the names of up to three finalists will be made public 14 days prior to Council vote.