

City of Tifton, GA



**Accepting Applications for
City Manager**

About the City Government



The City of Tifton is a full-service municipality that operates under a Council-Manager form of government. The Mayor and Council is a five-member elected body that sets policies, enacts ordinances, approves appropriations and develops the overall vision for the city, which is then carried out under the City Manager's direction.

The position of City Manager is appointed by the Mayor and Council and is responsible for directing the daily operations of all city departments and works closely with the Mayor and Council to ensure the vision of the City's elected officials is implemented. In addition to keeping the Mayor/Council informed about City operations and advising them about issues requiring their attention, the manager is responsible for city employees, throughout the lifecycle of their employment. He/She also has significant responsibilities related to development of the annual budget for review and approval by the Mayor and Council.

City services are provided under the direction of the Manager through 15 departments with 152 full-time employees. The City has an Operating Budget of \$16.1 million as well as enterprise funds (Water, Sewer, Gas, Solid Waste and Theater) and a Capital Budget of approximately \$12 million.

The Mayor and Council has adopted the following Vision and Mission statements for the city.

Vision

Continuously growing a safe and thriving community by providing progressive city services delivered with integrity and friendliness.

Mission

Striving to exceed the expectations of our community, our employees, and our friends.

About the Community

The city of Tifton is the County Seat of Tift County with an estimated population of 17,000. Tifton has a very long and important role in the history of Georgia. It is the home of several major educational institutions, a regional medical center, and serves as a center of commerce for the region. Both the City of Tifton and Tift County are experiencing growth in both population and commerce as individuals and companies realize the great quality of life that exists in the community. Tifton is known as “The Friendly City” and works hard to continuously earn that title!



The education system in Tifton/Tift County is outstanding. Serving approximately 8,000 students, the mission of the Tift County school system is to educate, prepare and inspire students to reach their fullest potential. From Pre-Kindergarten to twelfth grade, graduation is the ultimate goal. Tifton is proud to be the home of Abraham Baldwin Agricultural College (ABAC) which provides students with hands-on learning opportunities as the South’s premier destination for agricultural studies. The 4,000+ student college also provides a wide range of traditional 4-year degrees and is a part of the University System of Georgia.



Tift Regional Health System (TRHS) is a growing, not-for-profit hospital system serving 12 counties in South Central Georgia. TRHS offers more than 135 physicians with expertise in over 30 specialties. TRHS provides a wide range of care with a 181-bed regional hospital located in Tifton.

Tifton is home to some spectacular cultural, recreational and educational venues:

- Fullwood Park is a 28-acre city park originally donated to Tifton by its founder, Captain Henry Harding Tift under the condition that it remain a public park, free and available to the public.
- Tift Theatre for Performing Arts (now known as The Syd) originally opened in 1937 and has been carefully renovated to provide a 650-seat theatre that is home to a variety of stage performances, concerts and pageants.
- The UGA Tifton Campus Conference Center located on the ABAC campus has over 95,000 square feet of flexible meeting space, offering 17 conference rooms equipped with the latest audio/visual technology, 2,035-seat John Hunt Auditorium and a smaller 350-seat auditorium.
- Tifton Museum of Arts & Heritage is housed in a 110-year-old architectural treasure that was originally the First Methodist Church. It serves as a cultural anchor for downtown Tifton and provides regular arts, education and cultural programming.



Community-wide events are important ways of connecting citizens and inviting visitors to experience the diversity that helps define Tifton’s quality of life. They can be found on the City of Tifton website.

The Ideal Candidate

The ideal candidate for the City Manager position will be an experienced, ethical and dedicated leader who can quickly gain the confidence of staff and the community. The city manager must possess the ability to build community trust through the development of partnerships with various community stakeholders and other government entities with a special focus on improving city-county working relationships.

The ideal candidate will demonstrate the ability to embrace change and focus on continuous improvement. He/She will be expected to promote a vision of excellence, establish credibility and consistency in delivery of services, as well as be a creative problem solver. The new manager should be an innovative thinker who is actively involved in all sectors of the community, demonstrates a collaborative management style, values diversity, equity and inclusion, and is receptive to input from all members of the Council and citizens on key issues affecting Tifton.

The ideal candidate will be an excellent communicator who values transparency of government operations, provides ongoing information to all citizens concerning delivery of services, and ensures that ordinances are uniformly enforced in the community. He/She will be an active listener who responds to citizens' requests for service and information in a professional and timely manner.

The new manager must develop a working relationship with employees that builds trust, recognizes the expertise of current staff, demands accountability for job performance, avoids micromanagement, and continuously promotes quality customer service. The manager will be proactive in recruiting and developing a workforce that values diversity and is reflective of the Tifton community. Succession planning should be an important element of the new manager's workplan to ensure continuity of operations as key employees reach retirement age.

The ideal candidate will have economic development experience to assist the Mayor and Council in their efforts to take advantage of the growth opportunities afforded to Tifton by being located along Interstate 75. The new manager will work proactively with the city's Department of Community Improvements to "get to yes" when responding to developers and citizens making property improvement requests while properly administering ordinances and policies adopted by the Mayor and Council. Special attention should be focused on quality development of the south side of the city and the historical African American urban commercial district.

The new manager should have a strong financial background to advise the Mayor and Council of appropriate actions in the event of future financial challenges, the ability to research and advise the Mayor and Council concerning appropriate options for future landfill operations, possible need for future utility rate studies, and development of a long-term plan for infrastructure needs.

The Position

The City Manager is responsible to the Mayor and Council for the administration of all city affairs as required by the charter. Specific duties and responsibilities of the position include:

- Appoints, suspends and/or removes all City employees and administrative officers.
- Directs and supervises the administration of all departments, offices and agencies of the city.
- Initiates and carries to completion special programs as directed by the City Council.
- Attends City Council meetings and may participate in the discussion, when appropriate.
- Provides guidance and assists department heads and City agencies as needed.
- Ensures that all laws, provisions of the charter, and acts of City Council subject to enforcement by the City Manager or his/her direction and supervision, are faithfully executed.
- Prepares, recommends and monitors expenditures the City's operating budget and capital budget as approved by the City Council
- Submits a complete report on the finances and administrative activities to Council, as of the end of each fiscal year. Makes other reports as required, concerning the operations of the city departments, offices, and agencies.
- Advises City Council as to the financial conditions and future needs of the City, makes recommendations to Council concerning the affairs of the City.
- Ensures that City Council agendas for meetings and workshops are properly prepared.
- Treats the public and employees in a respectful and courteous manner.
- Ensures that all Personnel Policies and Department regulations approved by the City Council are properly adhered to.

MINIMUM QUALIFICATIONS

- Bachelor's degree from a four-year college or university majoring in Public Administration, Business Administration, Planning, Economic Development or related field; Master's degree preferred;
- Five (5) years of progressively responsible management experience is required; experience directing a large department, overseeing multiple departments, or managing city-wide projects especially public works, water, sewer and/or electrical utility experience highly desired; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Local government management experience as a city/county manager or assistant in a similar-sized community and complexity as Tifton will be a significant advantage for a candidate seeking this position.
- Evidence of continued professional development such as ICMA Credentialed Manager designation is a positive indicator of dedication to the profession and will be noted during the vetting process.

Compensation & Benefits

Compensation & Benefits:

The expected starting salary range for this position is **\$130,000 - \$150,000** (depending on qualifications of the selected candidate), with a comprehensive benefits package, including health, dental, long-term & short-term disability and life insurance. The city pays 84% of medical premiums for employees. The city offers the GMEBS Defined Benefit Retirement Plan with a benefit multiplier of 1.5% with a 10-year vesting plan (employee contribution is 3%). The city also offers a generous annual and sick leave program. Relocation expenses are negotiable.

How to Apply:

Interested candidates must submit by email a cover letter, resume, at least five job related references (with email and phone numbers), as well as salary history **no later than close of business on December 30, 2022 to Lisa Ward, Senior Associate** lisaward912@gmail.com Please contact Lisa Ward with any questions at 706-983-9326.

The City of Tifton is an Equal Opportunity Employer. Minority and Female Candidates are Encouraged to Apply.



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MERCER GROUP ASSOCIATES