

## **CITY ADMINISTRATOR**

The City of Port Wentworth is currently seeking qualified applicants for the position of City Administrator. Responsibilities include the day-to-day operations of city government, as well as directing the work of the Clerk of Council and five (5) department heads. The City Administrator shall be accountable to the Mayor and Council for the proper administration of the policies, affairs and processes of the city in accordance with Section 2-5 of the Code of Ordinance of the City of Port Wentworth. Successful applicants must adhere to the International City/County Management Association (ICMA) Code of Ethics.

### **MAJOR DUTIES**

Sets long-and short-term goals; holds monthly department head meetings; implements City Council ordinances and policies; prepares balanced city budgets for approval by the Council; attends all regular meetings of the Mayor and Council; attends all committee meetings of the Mayor and Council; manages contracts with consultants and other service contractors; negotiates agreements with other units of government and private sector entities; prepares grant applications; oversees community and economic development, planning and development issues for the city; resolves external problems beyond the capacity or authority of department heads; develops operational policies; reviews city operations for efficiency and effectiveness; hears disciplinary appeals and represents the city in employee disciplinary hearings; provides technical assistance to new and expanding businesses; performs related duties.

### **MINIMUM QUALIFICATIONS**

- Candidate should have a Bachelor degree or higher in public administration, business administration or a closely related field.
- Three (3) to five (5) years of increasingly responsible experience in local government as a City Administrator or Assistant City Administrator.
- Excellent communication and interpersonal skills, as well as a high degree of integrity and responsiveness.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.

### **HOW TO APPLY**

A City Employment Application must be completed and mailed to the City of Port Wentworth, Attn: Human Resources Coordinator, 305 South Coastal Highway, Port Wentworth, Georgia 31407. The chosen applicant(s) must also submit to an extensive background, polygraph examination and provide the required references. Resumes will NOT be accepted in lieu of a city application. Applications can be accessed via the city website, [www.cityofportwentworth.com](http://www.cityofportwentworth.com). The position will remain open until filled.

### **DEADLINE TO APPLY**

Friday, June 8, 2018 at 5:00 p.m.

### **COMPENSATION**

This is a full-time position with a starting salary scale of \$93,899.62 and generous benefit package. Experience and or advance education will be reviewed and may result in a pay grade increase. The work orientation period is six (6) months during which an employee is required to demonstrate by actual performance the duties of the position to which appointed, and general fitness and suitability as a public employee. Successful completion of the orientation period ensures the employee a step adjustment of (2.5%) in their pay.

**THE CITY OF PORT WENTWORTH IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE.**