



Recruiting for City Manager City of Jesup, GA



Kenny Nobles
PHOTOGRAPHY

About Jesup, GA

Founded In 1869

Population 10,000

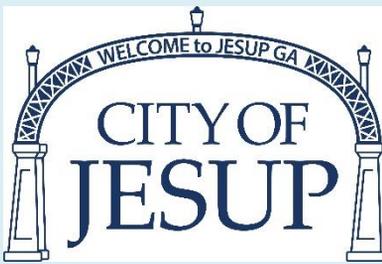
Square Miles 16.6

The City of Jesup is the county seat of Wayne County, Georgia and is located approximately 40 miles from the coast. Jesup has a population of over 10,000 and is a diverse community approximately 53% white, 38% African American, and 11% Hispanic. It has a median income of \$39,933 annually and an age group distribution that tends to match statewide age trends.

From the beginning, Jesup has had its history connected by “crossties and spikes” due to the railroads that crossed within the city limits. Following the Civil War, Willis Clary of Appling County made his way to Jesup, then known as Station Number 6 on the Atlantic and Gulf Railroad. Clary used his own money to have the town surveyed and eventually became its first mayor. Although the importance of trains in defining Jesup has diminished, Jesup still has a special connection to trains being one of only two stops for Amtrak passengers traveling north and south in east Georgia.

Jesup is home to Coastal Pines Technical College, as well as one high school (93.5% graduation rate), two middle schools and two elementary schools that are located within the city limits. The school system serves over 5,000 students with a 16:1 student to teacher ratio.





About the Government

The City of Jesup is a full-service municipality that operates under a Commission-Manager form of government. The Mayor and Commission is a seven-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 Mayor is elected at large, and Commissioners are elected from single member districts serving four-year staggered terms.

The position of City Manager is appointed by the Mayor and Commission and is responsible for directing the daily operations of all city departments and works closely with the Mayor and Commission to ensure the vision of the City's elected officials is implemented.

City services are provided through five departments with 86 full-time employees. The General Fund budget is \$11.5 million.



About the Position:

The City Manager is the Chief Administrative Officer and is responsible to the Mayor and Commission for the administration of all city affairs as required by the charter. The position is specifically responsible for directing and supervising the administration of all departments of the City. Specific duties and responsibilities of the position include:

- Appoint and remove all officers and employees of the city.
- Prepare and submit to the board an annual budget, reviewing expenditures in all departments of the city;
- Supervise and direct the conduct of all officers and employees of the city, and supervise the performance of all contracts made by any person for all work done in the city;
- Make all purchases of materials and supplies used by the city under competitive bids, and under such rules and regulations as the board may prescribe;
- Appoint, discharge and fix the salaries of employees in all departments. All such appointments shall be made upon merit and fitness for the performance of the duties required;
- Perform such other duties as may be prescribed by the Charter of the city, and such other duties as may be required of him by the Mayor and Commission



The Ideal Candidate

The City of Jesup seeks a professional City Manager who is a dedicated team player and can quickly gain the confidence of the community. The right candidate for this position is experienced and ethical, a proactive leader who possesses the ability to build community trust through the development of partnerships with various stakeholders and other government entities. Must have the ability to embrace change and focus on continuous improvement while guiding the community through challenges. He/she will be expected to articulate a vision of excellence, establish credibility and consistency in delivery of services, be a creative problem solver and excellent communicator with citizens and elected officials.



Candidate Qualifications

- Bachelor's degree required in public administration, business administration or related degree from an accredited college or university. A master's degree is preferred.
- A minimum of five years of executive level management experience in local governments of similar size and complexity to the City of Jesup or applicable executive type experience is required or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities to perform the essential functions of the job.
- 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.



Challenges & Opportunities:

The new Manager will be expected to articulate a clear vision for his/her work that is supportive of the Mayor and Commission's focus for the community. The vision must promote inclusiveness, transparency, unbiased service delivery, and long-term planning based on the highest standards possible. Implementation of that vision will require addressing the following:

Infrastructure: The City is in the process of addressing its ageing infrastructure, particularly the water and sewer distribution system in the eastern section of the city. The new Manager will be expected to work closely with the private engineering team to ensure the design is properly updated, funding for the \$10m project is secure, and the project is constructed in a timely manner within budget. The City has experienced a chronic high toxicity problem in its sewer system related to discharge from the federal prison in the community. The Manager will need to identify a solution and engage federal authorities as partners to implement a solution.

A street and road lifecycle program/CIP needs to be put in place that will allow the City to properly plan and fund needed street/drainage maintenance and resurfacing. The City recently developed a \$1.7M solar energy generation field adjacent to its wastewater treatment facility to supply electrical power to the facility and possibility sale to the electric grid. The project has experienced serious operational issues with the storage battery component of the system which will need to be reviewed by the new Manager and engineering professionals to identify a solution that hopefully will avoid litigation with the system's contractor. The City has identified the need to renovate and update the Pine Street fire station which the Manager will be expected to assess and develop a plan for implementation.

Amenities: The City is in the process of rehabilitating and opening the Crack Williams pool which had been the only public pool for decades. Unfortunately, due to structural problems the pool was closed several years ago. The City's efforts to rehabilitate and reopen the pool have been hampered by unexpected cost increases and uncertainty about operational costs. The new Manager will need to evaluate the status of this project and recommend steps forward for its completion.

Bids are expected to be received over the next few months for completion of the streetscape project in the downtown area. The Manager will need to immediately engage in this \$1m project to ensure its proper completion which is expected to begin in early January. This project is a major effort in promoting Jesup as a pedestrian friendly, family-oriented destination for shopping, leisure events, dining, and downtown functions.

Challenges & Opportunities continued:

Economic Development: The new Manager will be expected to play a key role in helping to promote positive economic growth by identifying major factors that will encourage business growth and by ensuring infrastructure components are in place to attract new industry. The Manager will need to develop supportive relationships with key stakeholders such as the Wayne County Industrial Development Authority, Chamber of Commerce, State economic development officials, federal and state transportation officials, developers, and capital venture managers to aggressively promote the benefits of business and industrial development in the community. Special attention should be given to promoting the newly developed Industrial Park and developing a long-term plan to address water needs to the area related to improper design of an elevated water tank.

Operations: The Manager will be expected to review various operational policies to ensure compliance with proven best practices. Policy recommendations should then be implemented in a professional, transparent, objective, and consistent manner as approved by the Mayor and Commission. Examples of areas of review include:

- Dilapidated housing continues to be a problem in the community. The Manager will need to review building codes and enforcement procedures to recommend appropriate changes that will result in more aggressive enforcement in an unbiased, objective manner.
- The City needs to continue to promote diversity in its workforce, particularly in the supervisory and management ranks of each department. The Manager should work with the City Attorney to complete the update of current personnel policies; develop a succession plan and a professional development/training program designed to prepare current employees for assuming more responsible positions when vacancies occur.
- Transparent financial reporting and budgeting techniques designed to control costs, maximize revenues, and support a capital improvement program for infrastructure improvements should be a priority for the new Manager.

Communications: The Mayor and Commission expects a collaborative working relationship with the Manager that is mutually respectful of the role of each and keeps the elected officials equally informed of issues and activities of the City. The Manager should evaluate the use of the City's website and social media to improve sharing of information with citizens and responding to service requests. The Manager will be expected to develop open and collaborative lines of communications with the County and the other two city governments to ensure that issues such as fire protection is a part of the Service Delivery Agreement, and the interests of the City are well represented at upcoming LOST negotiations.

Compensation & Benefits:

The expected starting salary range for this position is **\$95,000 - \$130,000** (depending on qualifications of the selected candidate), with a comprehensive benefits package, including health and life insurance paid by the City. The City participates in the Georgia Municipal Employees Benefit System (GMEBS) Defined Benefit Retirement Plan for its employees. Participation is mandatory for eligible employees. The city offers a generous annual and sick leave program, as well as vehicle and cell phone allowances. Relocation expenses are negotiable.

How To Apply:

Interested candidates must submit by email a cover letter, resume, at least five job related references and salary history **no later than September 17, 2021: Lisa Ward, Senior Associate, Mercer Group Associates, at lisaward912@gmail.com.** Any questions please call 706-983-9326. Interviews are expected to be conducted in mid-October.



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