



EXECUTIVE SEARCH

CITY MANAGER

Executive Search Lead:

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City of Tuskegee

Tuskegee was incorporated in 1843.

The momentum that occurred during the rest of the 1800s established the City's reputation as an educational powerhouse.

Tuskegee is located in central Alabama, 40 miles east of Montgomery.

Tuskegee is the county seat of Macon County and has an area of 15.7 square miles, 15.5 of which is land, and 0.2 of which is water.

The City of Tuskegee has a council-city manager form of government that consists of a five-member elected city council that includes the mayor and an appointed city manager, who acts as the chief administrative officer and oversees public services.

Founded: 1833

Incorporated: 1843

Population: 8,817 (2015)

City of Tuskegee

Tuskegee is “the cradle of Black aviation” in America and home of the famous Tuskegee Airmen. Visitors will find Tuskegee a beautiful city with a topography of rolling hills, spruce pines, lakes, and meadows.

Tuskegee has wisely preserved its history while simultaneously preparing for the years ahead. Today, it still has old world charm, with a city center dominated by the town square. There you will find a serene park, quaint storefronts, and genuine southern hospitality.

The future will usher in a new era of progress and prosperity that will include healthy nurturing of tourism by business and government leaders and friendly overtures to tourists. We hope you take us seriously when we say “it’s time to rediscover Tuskegee.



RICH HISTORY

Tuskegee Airmen



Tuskegee Army Airfield National Historic Site (Museum)

An Education Powerhouse



Tuskegee is the home of Tuskegee University, serving approximately 3,000 students.

The City Manager's Role

The City Manager is the administrator appointed to run the day-to-day operations of local government.

The City Manager manages city administration to operate in accordance with the policies set by the City Council.

The City Manager ensures all laws, resolution, policies, and directives are carried out.

Makes recommendations to the governing body for appointment or termination of department heads; directs activities of and counsels all department heads and other personnel in his/her jurisdiction.

Makes organizational recommendations to increase operational efficiency.

Serves as a city liaison with community, state and federal agencies.

Investigates all complaints concerning the administration and operation of city services.

Advises council as to financial condition and needs of the city; attends all council meetings.

Duties and Responsibilities

Administers the policies of the City Council, Code of ordinances of the City, and State and Federal laws pertaining to the City; ensures all laws, City ordinances, resolutions, policies and directives are carried out; directs the activities of all department heads; appoints, disciplines and removes department heads as necessary.

Exercises control over all departments in existence and departments that may be created in the future; makes recommendations to Council on the creation, consolidation and combining of offices, positions or departments of the administrative and operational departments of the City.



Duties and Responsibilities

Plans, organizes and supervises the operations of the City's various department heads to ensure efficiency, economy, and cooperation among departments and with other agencies, commissions, committees, etc.; investigates all complaints related to the administration and operation of the City government and services maintained or provided by the City; attends all meetings of Council with the duty of reporting any matter concerning City affairs under his supervision or direction and to attend such other meetings of the City departments and officials as his duties may require.

Serves as a policy advisor to the Council and Mayor on needed revenues, laws, policies and administrative procedures of the City; procures faces and submits plans to Council and Mayor for long-range improvements; serves as public relations officer of the City; represents the City at public and professional meetings and other various activities; performs such other duties and exercise other powers as may be delegated to him from time to time by ordinance or resolution of the Mayor and Council. Monitors reports and makes recommendations regarding the City budget.

Interested? We Want To Hear From You!

Education & Experience

Master's degree in Business Administration, Public Administration, Urban Planning, or equivalent related field.

Have 5-7 years of progressive administration/management experience in governmental or financial management.

Compensation & Benefits:

- Attractive health, wellness, and retirement benefits.
- Generous vacation, sick leave, and paid holiday schedule.
- Competitive salary commensurate with experience.

The Application Process

The Executive Search is managed by Tate & Associates, LLC. To apply, submit your cover letter, salary expectations and resume to Danielle Tate via email to danielle@tateassociatesllc.com with "Tuskegee - City Manager" in the subject line.

This position is open until filled. Only candidates meeting the minimum qualifications will be notified of next steps in the process. The City of Tuskegee is an Equal Opportunity Employer. Finalists will be subjected to a comprehensive background check.

Additional Resources

Lake Tuskegee Aerial Video:

https://www.youtube.com/watch?time_continue=1&v=VZ8tFIFfwhA

Tuskegee/Macon County Tourism Resource Guide: <http://fliphtml5.com/kkii/vynn/>

<http://www.tourismresource.org/attr.html>