



CURRENTLY RECRUITING FOR A ASSISTANT CITY MANAGER



THE COMMUNITY

The City of Richmond Hill, Georgia is a quiet family community, located just minutes south of metropolitan Savannah. The city of more than 16,500 residents retains a small-town charm and offers a high quality of life for its residents. A diminished crime rate, outstanding educational opportunities, community services, recreational facilities, and beautiful scenery are but a few reasons to live here. This family-oriented city is a place where everyone can feel safe and have all the needed amenities and services expected from a supportive community. Richmond Hill is a rapidly growing community located in the southern portion of Bryan County, which has been designated as the fastest-growing county in Georgia and the sixth-fastest growing in the United States according to recent U.S. Census Bureau data.





Visitors are impressed by its southern charm, rich history, variety of outdoor adventures, fishing and great local seafood. This peaceful community has a variety of opportunities: shopping, recreational, and business. Whether you are attracted to antique hunting or you appreciate the unique heritage and architecture, Richmond Hill offers relief from the congestion and stress many times associated with large urban areas. However, the amenities of a large city are available in historic Savannah, a 25 minute drive to the north. Richmond Hill also offers a variety of hometown restaurants for an assortment of appetites and various community events during the year. With its distinctive history and scenic beauty, Richmond Hill is coastal Georgia living at its finest.



RICHMOND HILL SCHOOL SYSTEM

The City of Richmond Hill schools include: Richmond Hill Primary School (K-1), Richmond Hill Elementary School (2-3), Dr. George Washington Carver Elementary School (4-5). MacAllister Elementary School (K-5), Francis Meeks Elementary School (K-5), Richmond Hill Middle School (6-8), and Richmond Hill High School (9-12). All schools provide transportation, food service and high-tech learning environments to ensure that every student is afforded quality educational opportunities.

CITY GOVERNMENT

The City of Richmond Hill is governed by the Mayor and four at-large Councilmembers. The City Charter gives the Mayor and Council authority to appoint a City Manager. The Assistant City Manager is recommended for appointment by the City Manager and reports to the Manager.

Richmond Hill has approximately 100 full-time employees and 3 part-time employees. Areas of operation include the departments of Administration, Finance, Fire, Human Resources, Park & Tree, Planning & Zoning, Police, Public Works, Utilities, and Water. Services for streets, stormwater, water, sewer, engineering and fleet operations are contracted with a private company. The City has an operating funds budget of \$25.4 million and a 5 year capital improvement plan of \$35.4 million.

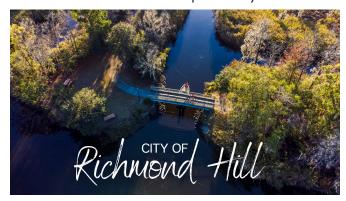




COMPENSATION & BENEFITS

Salary for the Assistant City Manager position will depend on qualifications of the selected candidate. The hiring salary is expected to be in the range of \$110,000-\$130,000 with a very comprehensive benefits package including:

- Health, dental and vision insurance
- Defined Benefit Retirement Plan with 5 year vesting period
- 457 Deferred Comp and 401 (a) plans with City matching
- Paid time off (personal time and vacation)
- Short-term and Long-term disability and life insurance
- Assistance with relocation expenses may be considered











ABOUT THE POSITION

The Assistant City Manager is responsible for assisting in the administration of day-to-day operations of the city government. Major duties and responsibilities of the position include, but are not limited to:

- Coordinates work activities; organizes, prioritizes work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex problem situations, and provides technical expertise.
- Ensures compliance with applicable codes, laws, rules, regulations, standards, policies and procedures; interprets and explains city ordinances; initiates actions necessary to correct deviations or violations.
- Consults with Mayor, City Council and City Manager as needed to review city activities, provide recommendations, resolve problems, and receive advice and direction; makes presentations to City Council when needed and at the direction of the City Manager.
- Promotes positive public relations with the community.

- Represents the city at meetings and social functions; attends various meetings and serves on committees as needed; makes speeches or presentations when needed and at the direction of the City Manager.
- Makes recommendations for budget savings while strategically planning for the City's future growth; ensures competitive bidding of large purchases; monitors expenditures and schedules purchases as appropriate.
- Assists in the development and implementation of long- and short-term plans, goals and objectives for the city; plans long-term infrastructure improvements.
- Prepares or completes various business documents on behalf of the City.
- Maintains a comprehensive, current knowledge of applicable laws and regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as important.
- Performs related duties as assigned by the City Manager.



ABOUT THE IDEAL CANDIDATE

Candidate Qualifications:

Bachelor's Degree in Public Administration, Business or related field from an accredited university is required. Master's Degree preferred.

Three to five years progressively responsible executive experience in public sector or private industry management, much of which will have been in a supervisory capacity, or equivalent combination of education, training, and experience that provides required knowledge, skills and abilities.

Experience managing matters of significance through liaison work with considerable citizen/customer involvement. Experience overseeing progress of major activities in a community or private sector organization experiencing exponential growth.

Thorough understanding of diverse functions, objectives and work of various departments within a local government's daily operations. Experience soliciting input of key stakeholders.

The City of Richmond Hill seeks a Assistant City Manager who will serve on the leadership team as a dedicated team player with a proven record of success in leadership and management of daily operations within a public/governmental agency or private sector organization.

The successful candidate should have an in-depth understanding of local government functions and services, have an innovative nature, and a collaborative work ethic. The candidate should be a strategic thinker who can quickly pivot to make necessary decisions, and recommend policies and procedures where established procedures may not always exist.

The "ideal" Assistant City Manager candidate will possess local government experience in the role of Assistant City Manager or upper level management position. However, candidates aspiring to be a local government Manager and have significant management experience in an upper level service delivery department (particularly in the area of Planning and/or Community Development) will receive serious consideration. This position provides an opportunity for the right candidate, seeking professional growth and development, to receive mentoring from a seasoned City Manager in a good working environment while they serve the citizens of Richmond Hill.



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 **not later than April 20, 2022:** Lisa Ward, Senior Associate, Mercer Group Associates, at lisaward912@gmail.com. Any questions please call 706-983-9326. Interviews are expected to be conducted later in April 2022.

