



*Accepting applications  
for Assistant City Manager  
for Operations*



**LAWRENCEVILLE**  
GEORGIA

[www.lawrencevillega.org](http://www.lawrencevillega.org)



**VIBRANT GROWTH:** Lawrenceville may be the second oldest city in Metro Atlanta (1821), but it's hard not to get caught up in the excitement and inspiration from the VIBRANT GROWTH that has taken place over the last few years. You'll find our amazing new Lawrenceville Arts Center and The Lawn, surrounded by copious amounts of free parking, new housing, restaurants and small businesses that hold true to our historic design. And, we're only halfway to completing our vision.

**LIVE ENTERTAINMENT:** We do mean LIVE. Gwinnett is home to many cities that commemorate the visual arts, but the magic of Lawrenceville lies in the PERFORMING ARTS. Any given week you can COME ALIVE with a play, a musical act, comedy, or games.

You'll enjoy the high-quality venues, including the new Lawrenceville Arts Center, The Lawn, local restaurants and breweries, and even Coolray Field (home of the Brave's affiliate, Stripers). There's something for everyone in all "stages" of life to enjoy – much of it is FREE.

**DYNAMIC COMMUNITY:** Lawrenceville leadership is committed to making our City a place for all to enjoy – connecting infrastructure, people, and cultures so that everyone feels a sense of belonging and ownership. We're all neighbors, working together and inviting our friends and family to explore and enjoy a stay in Lawrenceville!

**RESPONSIVE SERVICE:** This is a community, and as such, we take care of each other with our award-winning law enforcement, the competitive municipal gas and electric utilities we provide, and the steps we take to keep our City clean.

It is our privilege to make your day beautiful when you need our help, whether it's finding your way through a bill, or navigating events with our state-of-the-art kiosks. And you'll get a LIVE person with a smile in every interaction.

Exciting things are happening here, and we invite you to  
**COME ALIVE IN LAWRENCEVILLE!**



**The City of Lawrenceville  
stands at the heart of beautiful  
Gwinnett County, Georgia.  
So...what is at the heart of the  
City of Lawrenceville?**

## VISIT US

Lawrenceville City Hall  
70 S Clayton Street  
Lawrenceville, GA 30046

## FAMOUS FOR

Gwinnett's only  
professional theatre,  
the Aurora Theatre

## BEEN HERE SINCE EST. 1821

## OUR PEEPS POP: 31,253

## KEEP IN TOUCH

678-963-2414  
Lawrencevillega.org  
Downtownlawrencevillega.com





## EXPANDED LAWRENCEVILLE ARTS CENTER TAKES CENTER STAGE

The expanded Lawrenceville Arts Center includes a 55,000 square-foot facility complete with a 500-seat theatre, cabaret theatre, indoor and outdoor civic space and rooms for offices and educational programming. The \$35-million project opened in the fall 2021.

## COLLEGE CORRIDOR PROJECT CONNECTS WITH CITY'S WORKFORCE DEVELOPMENT ENGINE

Lawrenceville is connecting its investment in downtown with its premiere four-year workforce development engine, Georgia Gwinnett College, through the College Corridor. The 2.2-mile mobility connection to downtown includes a new roadway, 4-foot bike lanes, 10-foot multi-use sidewalk, and future building opportunities at the "mouth" of the city's emerging Depot District. The \$30-million project, with outparcel redevelopment opportunities, opened in 2021.



## LAWRENCEVILLE LAWN EXPANSION BUILDS ON CITY'S ENTERTAINING SPACE

Completed in 2021, the \$1.8 million renovation of the Lawrenceville Lawn includes the addition of a 40' x 60' permanent amphitheater, arbor shades for tables, and additional public parking and bathrooms. The Lawrenceville Lawn, a city park, enhances the live-work-play dynamic envisioned for the City of Lawrenceville. The city's *LIVE in the DTL* concert series on the expanded lawn takes place annually, May through September.

## THE LAWRENCE HOTEL AND CITY PARKING DECK

The city is building a fabulous, heritage-style boutique hotel near the Lawrenceville Lawn. The project, called "The Lawrence," incorporates a 120-room boutique hotel branded under the Tapestry Collection by Hilton; a 5,000-square-foot conference center, restaurant and patio bar; as well as an attached, 380-space public parking deck. The hotel is expected to be complete in 2024 and the parking deck is now open.



# LAWRENCEVILLE

## GEORGIA

### Important Statistics and Information:

- City of Lawrenceville Population – 31,253
- City Employees - 292
  - Police Department Employees - 96
  - Public Works - 114
  - City Hall - 82
    - ◆ Operations Division Employees - 28

### *Financials (FY2023)*

- Overall City Budget - \$157,699,103
- General Fund - \$50,687,581







# LAWRENCEVILLE

## GEORGIA

### Government & Organization:

The City of Lawrenceville is governed by a council-manager form of government. The City Council determines the city policies, and the City Manager is then responsible for city operations and execution of the set policies. The City Council consists of a part-time Mayor and four part-time Council Members. All Council Members are elected at-large for four-year staggered terms.

Mayor David Still: Term of Office 2020 – 2023

Glenn Martin – Post 1: Term of Office 2020 – 2023

Victoria Jones – Post 2: Term of Office 2020 – 2023

Austin Thompson – Post 3 & Mayor Pro Tem: Term of Office 2022 – 2023

Marlene Taylor-Crawford – Post 4: Term of Office 2022 - 2025

**Chuck Warbington** joined the City of Lawrenceville in 2016 as City Manager. He is appointed by the City Council and serves at the pleasure of the Council. The City Manager is the chief executive and administrative officer of the city and is responsible to the City Council for the administration of all city affairs placed in the manager's charge.

The Assistant City Manager for Operations position is open due to a staff retirement.



*City of Lawrenceville Mayor, City Council, and City Manager*



*The Lawrence Hotel Rendering*

## About the Position:

The Assistant City Manager for Operations is responsible for assisting with the direction of the day-to-day operations of the City of Lawrenceville. The Assistant City Manager for Operations reports to the City Manager. Successful performance ensures the effective and efficient operation of city government and affects the quality of life for city residents and visitors.

### *Typical duties include:*

- Directs the operations of assigned city departments, including City Clerk, Information Technology, Human Resources, Risk Management, and Court.
- Reviews management issues, policies, and procedures for the city as needed; develops or amends policies and procedures to address changes, updates, or important issues.
- Monitors the departments' budgets, including expenditure and revenue status, to determine the need for adjustments in city operations.
- Develops and presents City Council agenda items related to various operational issues.
- Manages city boards as assigned
- Manages and executes special projects as assigned by the City Manager.

## About the Position:

- Coordinates with the City Attorney's Office on a variety of issues.
- Approves expenditures in accordance with the city purchasing ordinance.
- Attends City Council meetings, work sessions, and other meetings as required.
- The Assistant City Manager for Operations will follow guidelines including department policies and procedures, federal and state laws, city ordinances, city policies, and ethics guidelines. These guidelines require judgment, selection, and interpretation in application. This position reviews, implements, and develops department and citywide guidelines, policies, and ordinances.
- The Assistant City Manager for Operations will have contact with co-workers, other city employees, vendors, attorneys, elected and appointed officials, representatives of other government agencies, and members of the general public.





# The Ideal Candidate:

Lawrenceville is seeking an Assistant City Manager that demonstrates the ability to embrace change and focus on continuous improvement of the organization. The ideal candidate will be a decisive, self-motivated, results-driven leader who performs the duties of the office in a non-political, objective manner. The candidate should have an in-depth understanding of and appreciation for government operations, policy development, and impartial implementation of policies focused on problem-solving and delivery of quality customer service.

The ideal candidate should have the ability to manage government operations in a challenging work environment that requires attention to detail and the ability to exercise self-control when stressful situations present themselves. He/she should have previous government experience successfully promoting a culture of team building within her/his organization and actively listening in a manner that values staff input while holding them accountable for job performance.

The ideal candidate will be expected to effectively:

- Work with the Human Resources Director to identify and implement best practices related to succession planning, recruitment and retention of employees, wellness programs, and improvement of city support services.
- Work with the Finance and Human Resources Directors to analyze the City's current cost obligations for health insurance and retirement benefit programs to determine if significant changes can be implemented to ensure their sustainability.
- Work with the City Clerk to evaluate the office's workflow to determine if some duties and responsibilities should be delegated to other departments in order to give the Clerk the opportunity to provide increased focus on the traditional duties of the office as envisioned by the charter.
- Work with Municipal Court leadership and the HR Director to ensure secession plans are in place that will provide continuity of services as key staff members consider transitioning into retirement.

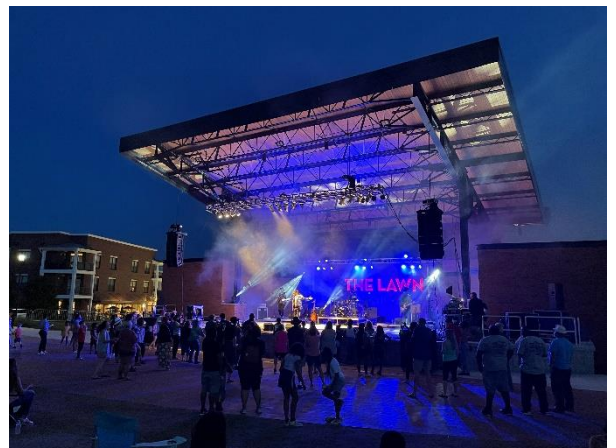


*Lawrenceville Historic Square*



## Challenges & Opportunities:

- The Assistant City Manager for Operations will report directly to the City Manager, who expects the Assistant City Manager to utilize his/her knowledge of relevant federal and state laws and regulations, city codes and ordinances, and city and departmental policies and procedures in an advisement role to the City Manager, as well as in a leadership role for reporting departments and citywide.
- The Assistant City Manager for Operations will use judgment, selection, and interpretation in application in developing city guidelines.
- The Assistant City Manager for Operations will function as a member of the Executive Cabinet of the City Manager and therefore will serve as a key leader for the City of Lawrenceville. He/she will be expected to ensure reporting departments are not only efficient but work in coordination with other City departments.
- The Assistant City Manager for Operations will work to maintain trust internally with other City departments and elected officials and within the direct reporting departments.
- The responsibilities of the Assistant City Manager for Operations consist of varied management duties. The variety of operations, strict regulations, and the unique nature of each situation contribute to the complexity of the work.



## Candidate Qualifications:

- Bachelor's degree from a four-year college or university majoring in Public Administration, Business Administration, Planning, Economic Development or related field required; master's degree preferred.
- Seven (7) years of progressively responsible management experience is required; experience directing a large department, overseeing multiple departments, or managing city-wide projects 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 Lawrenceville 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.
- Must possess or be able to obtain a valid Georgia Driver's License.
- Demonstrable commitment to equity and inclusion.





## Compensation & Benefits:

The expected starting salary range for this position is \$165,000 – 190,000 (depending on the qualifications of the selected candidate), with a comprehensive benefits package, including low-cost health, vision, and dental insurance options, including free options. The Assistant City Manager for Operations position also includes a City-provided vehicle or car allowance and paid time off (PTO). The City provides free short-term disability, long-term disability, accidental death & dismemberment (AD&D), and life insurance that pays two times the employee's annual salary. The City's generous retirement plan provides a 4% contribution to the plan with an additional 6% contribution match if the employee also contributes 4%.



*Photo by Damian AhChing*





## How To Apply:

Interested candidates must submit a cover letter, resume, at least five job-related references (including name, email and phone numbers), as well as salary history no later than close of business on April 7, 2023 to Lisa Ward, Senior Associate at [lisaward912@gmail.com](mailto:lisaward912@gmail.com). Please contact Lisa Ward with any questions at 706-983-9326.

*The City of Lawrenceville is an Equal Opportunity Employer. All qualified resumes will receive consideration for employment regardless of race, color, religion, sex, national origin, disability or any other status protected by applicable Federal, State, or local laws.*



MERCER GROUP ASSOCIATES



*Fireworks at  
Merry Little Christmas 2020*

*Photo by Damian AhChing*