



City of Tucker

ASSISTANT CITY MANAGER RECRUITMENT



The City of Tucker is looking for a strong and charismatic leader to join our management team as we usher a vibrant, diverse and inclusive community of elected officials, staff members and residents through the upcoming years of growth.

If you are an experienced professional with a successful track record of leadership and project management, we invite you to reach out and learn more about Tucker and mutually explore if we are a good fit. The City is primed for growth, complex capital projects and increased service performance...we just need you.

OUR CITY



City of Tucker

WE ARE A YOUNG CITY WITH A LONG HISTORY

Founded in 1892 and incorporated in 2016, Tucker is a vibrant and growing community located just northeast of Atlanta, nestled between three major highways, providing a convenient location to live, work and play.

Tucker represents the best of what metro Atlanta has to offer. Main Street is a dynamic hub of activity with shops, restaurants and green spaces. The parks system comprises over 280 acres and includes playing fields, aquatics and connections to existing and newly planned trails. Community-organized street festivals like Tucker Day and the Tucker Cruise-in, along with monthly City-led events like Adult Field Day, the annual Sip & Stroll, and award-winning Tucker Restaurant Week ensure fun weekends and activities throughout the year.

Tucker has a strong sense of community spirit and civic pride. Volunteer groups and organizations work in collaboration with the City to provide community events and support engagement efforts for the 38,000+ residents that have chosen Tucker as their home.

Since its inception, the City has prioritized the revitalization of its downtown area, community connectivity and managing aging infrastructure within its boundaries. The City is poised to deliver several transformative capital projects including a city-wide trail system, the renovation of a sports complex, the building of a town green, the revitalization of many parks and the implementation of multiple road safety projects.

Tucker's proximity to Atlanta, stable organization and creative approach to growth make it well positioned to emerge as the most desirable location in the metro.



est. 1892 ~ inc. 2016

OUR ORGANIZATION



City of Tucker

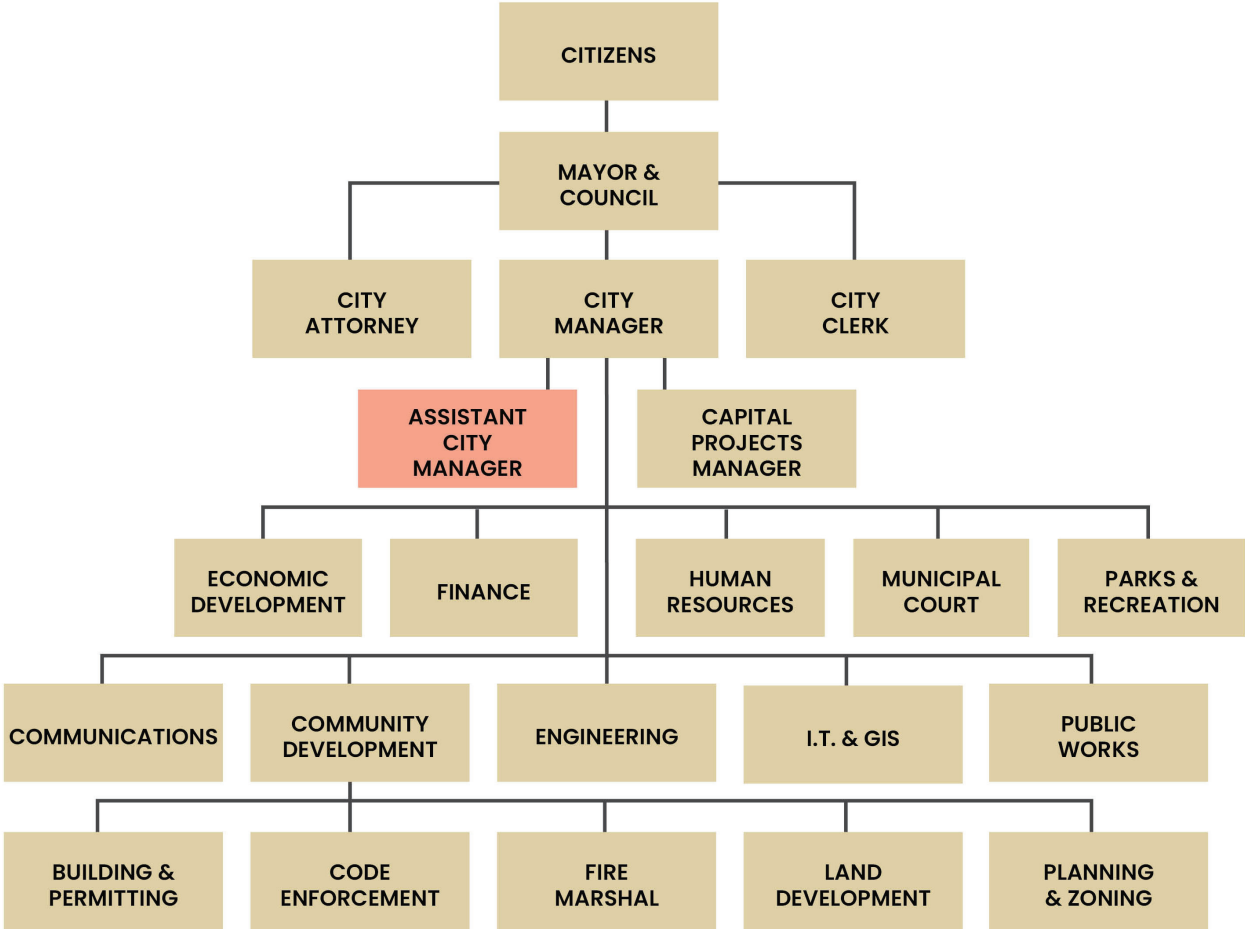


TUCKER

welcome home

Our organization, lovingly referred to as Team Tucker, is a combination of full and part-time City employees as well as full-time contractors in a public/private partnership.

The Assistant City Manager, working closely with the City Manager, will focus on city operations and play a critical role in ensuring that department leaders deliver quality services in a highly effective manner.



IDEAL CANDIDATE & QUALIFICATIONS



City of Tucker

The successful candidate must be people-focused, exhibit an exemplary customer service approach and have a strong commitment to public service.

The candidate must have a strong understanding of municipal operations, a minimum five-years of supervisory management experience of professional staff and a Bachelors degree.

The Assistant City Manager will report directly to the City Manager and join our diverse and high-functioning team to implement the City Council's policies and provide strategic direction and oversight to City departments and functions.

The Assistant City Manager acts as an extension of the City Manager's leadership, and it is paramount that the working relationship with the City Manager be one of deep-trust, transparency and collaboration.

Tucker has a team-based approach that includes public/private partnerships with embedded vendors to achieve quality results important to the organization's success.

Specific departmental assignments and responsibilities will be determined based on the background and strengths of the successful candidate and those of the existing executive team.



EXPERIENCE AND ABILITY



EXPERIENCE IN:

- Management of city operations, including but not limited to budgeting, community development, finance, public works, parks and recreation programming
- Planning, organizing, leading and controlling change in an organization
- Capital project delivery and management
- Management of many vendor contracts for a variety of services
- Financial forecasting, budget development and oversight
- Development and implementation of new approaches to optimize existing service delivery

ABILITY TO:

- Build an excellent and trusting relationship with the City Manager and the Department Heads
- Work in a proactive manner for the City Manager and play a critical role in balancing the workload for the City Manager's office
- Foster cross-departmental goals, while identifying internal challenges to the City so that they can be course-corrected early and responsibly
- Manage competing priorities in a fast-paced environment and consistently communicate issues and concerns in a deliberate, concise manner
- Successfully implement projects, programs and policies under fiscal and time constraints
- Distill complex issues and create memos and presentations that clearly communicate key points
- Supervise, direct, motivate, discipline, and mentor directly employed and contracted staff with limited direction
- Manage the internal staff and issues that will allow the City Manager to focus on larger policy matters and the City Council

COMPENSATION & BENEFITS



City of Tucker

The expected starting salary range for this position is \$130,000 - \$150,000 (depending on qualifications of the selected candidate), with a comprehensive benefits package, including health, dental, vision and life insurance.

The City offers paid time off, sick days and federal holidays. The City funds a 401(a) retirement plan for all full-time employees as well as a match for employee funded 457(b) plans.



HOW TO APPLY

Interested candidates must submit by email a cover letter, resume, at least five professional references (with email and phone numbers), as well as salary history no later than close of business on **April 17, 2024** to Lisa Ward, Senior Associate at lisaward912@gmail.com.

Please contact Lisa Ward with any questions at 706-983-9326.



Alan Reddish, Senior Associate
Cell: 706-614-4961
107 Indigo Lane
Athens, Georgia 30606