

Job Announcement

Ringgold City Manager

May 13, 2021

The City of Ringgold is in the Northwest portion of Georgia just south of the Tennessee State line. The City of Ringgold population is approximately 3,900 in a county of 70,000. Ringgold is the industrial hub of the county and has three exits on I-75 that provides good commercial growth in hotels and restaurants. Ringgold has also become the health care leader in the area with health care services expanding.

The Ringgold City Manager is responsible for planning, directing, and supervising the activities of all City employees and the policies and affairs of the City. Reporting to the Mayor and City Council, the City Manager develops and implements policies that further the objectives of the City of Ringgold. Overseeing all City departments, the City Manager serves as a liaison between Council and staff, performing duties and functions relative to a wide range of City programs and functions, while managing a broad base of employees. The City Manager ensures timely and professional communication across departments and citizens served.

Major Duties:

- Manages activities of City departments by assigning priorities and objectives to department heads and professional staff; reviews/approves management reports regarding department and administrative activities;
- Ensures that all City operations are performed within available resources;
- Provides leadership and direction in the development of short and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations for decision-making purposes;
- Provides professional advice to the Mayor and City Council and direction to department heads;
- Communicates official plans, policies and procedures to staff and the general public;
- Prepares and administers annual City budget; monitors revenues and expenditures by assigned area to ensure that City operations are performed within budget and to ensure sound fiscal control;
- Advises the Mayor and City Council of financial conditions and of current and future City needs;
- Prepares a variety of studies, reports, and related information for decision-making purposes;
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time;
- Determines work procedures, evaluates workflow and process, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations;
- Hires, promotes, and terminates all department heads, officers, and employees of the City;
- Ensures that all operations are performed according to City policies, procedures, and ordinances as well as according to Federal, State, and local laws;

- Tracks legislative issues and ensures that the City stays abreast of and in compliance with new laws;
- Attends all City Council meetings;
- Attends local, regional, and state meetings regarding policies and issues that impact the City;
- Serves as liaison to City Boards and communicates directives and addresses issues of City Council;
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of modern policies and practices of municipal government;
- Knowledge of personnel management practices;
- Knowledge of personnel management, progressive disciplinary policies and state and federal guidelines;
- Knowledge of water, sewer operations, public works, solid waste, land use and planning and zoning;
- Knowledge of City codes, ordinances, resolutions, policies, and guidelines regarding City organization and operations;
- Knowledge of functions and activities of City departments;
- Knowledge of principles and practices of municipal government budget preparation and administration;
- Knowledge of state laws, regulations, and guidelines governing City operations;
- Skill in preparing and administering municipal budgets;
- Skill in planning, organizing, staffing, and directing the efficient and effective delivery of City services, programs and functions through subordinate staff;
- Skill in providing responsive advice and staff support to the Mayor and Council;
- Ability to prepare and analyze comprehensive reports;
- Ability to establish priorities and direct the allocation of City resources;
- Ability to communicate clearly and concisely, effectively, verbally and in writing;
- Ability to establish and maintain effective working relationships with employees, City officials and the public;
- Ability to efficiently and effectively administer a municipal government.

Supervisory Controls: Work is performed based on policy directives of the Mayor and City Council.

Guidelines: Guidelines include City and departmental policies and procedures; City codes and ordinances and other Federal, State and Local laws.

Complexity: The work consists of a variety of highly administrative, technical and supervisory duties.

Scope and Effect: The purpose of this position is to effectively and efficiently manage the operations of the City.

Personal Contacts: Contacts are typically with co-workers, vendors, developers, state, federal, county and local governments, and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve conflicts and solve problems.

Physical Demands: The work is typically performed with the employee sitting at a desk.

Work Environment: The work is typically performed in an office.

Supervisory and Management Responsibility:

This position is responsible for managing and supervising all departments in the City.

Minimum Qualifications:

- Knowledge and level of competency commonly associated with the completion of a B.S. degree in a course of study related to occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the department in order to direct and coordinate work with the department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Salary Range:

- \$77,765.06 to \$104,626.44 depending on experience and qualifications.

The Position will remain open until filled.

Applications and Job Descriptions may be obtained at the City of Ringgold City Hall at 150 Tennessee Street, Ringgold, GA 30736. Please return a) a completed application; b) a Cover Letter; c) a Resume with three (3) references to City of Ringgold, Attn: City Clerk 150 Tennessee Street, Ringgold GA 30736.

The City of Ringgold does not discriminate on the basis of age, sex, race, color, national origin, or any other class or status protected by law, except where mandated or permitted by law. The City of Ringgold is an Equal Opportunity Employer.