

City Manager

Dawsonville, incorporated in 1859, is the county seat of Dawson County. A historic and spirited community, Dawsonville is a place where families and businesses flourish. The City strives to capture the spirit of healthy living, with sidewalks that connect areas of the city, and make Dawsonville an active, thriving community. Dawsonville hosts a number of festivals and events, including the Mountain Moonshine Festival the 4th weekend in Oct. The Dawsonville town square comes alive with cars, arts and crafts displays, clogging, and other entertainment. Visit our website at: www.dawsonville-ga.gov

The Mayor and City Council are seeking a qualified professional for the position of City Manager. The City Council appoints the City Manager to head the administrative functions of City government. The City has a population of 2560 with 9 employees and a current total budget of \$4,110,880. Services provided by the City are General (roads, cemetery, parks, planning and zoning) SPLOST projects, and Enterprise (water, sewer, sanitation), with a DDA and HPC.

Preferred Qualifications:

Knowledge and level of competency commonly associated with the completion of a bachelor's degree in a course of study related to local government. Extensive governmental experience in lieu of a degree could be acceptable. Must have a minimum of five years' experience in local government, as well as supervisory and management experience. Good interpersonal skills. Good oral and written communication skills. Thorough knowledge of state statutes and codes, federal guidelines and protocols, and local ordinances related to municipalities is expected.

Major Duties:

- Serve as liaison between Mayor and City Council and city employees and citizens.
- Manage the operations and assists Department Heads with problem resolution.
- Oversees the financial management and purchasing.
- Serves as personnel officer.
- Represents the City in intergovernmental relations to promote tourism and growth.
- Serves as budget officer for operating and capital outlay budgets.
- Assists with planning and zoning activities and appeals.
- Oversee projects and management of SPLOST.
- All other duties assigned by Mayor and Council.

Please mail a cover letter, detailed resume, salary requirements or history and 5 professional reference letters to:

City of Dawsonville
Attn: City Clerk
P.O. Box 6
Dawsonville, GA 30534

Position will remain open until filled.

The City of Dawsonville is an Equal Opportunity Employer and a drug free work place.