

Inviting Applications Assistant City Manager

Of Finance & Human Resources



NEWNAN
GEORGIA

City of Newnan, Georgia

About the Community



This is an exciting opportunity to provide leadership and management to a growing community with an excellent quality of life. Located 35 miles south of Atlanta, the City of Newnan is a growing, progressive community of more than 45,000 residents who hold a deep love for the city's rich history and the surrounding Coweta County area.



Since its beginnings in 1828, Newnan has experienced steady and prosperous growth. Today, the city stands as a planned center of growth that blends beautiful residential areas with a solid business community. The community is the ideal environment for living and working, offering state-of-the-art city and public safety services as well as a public school system that is ranked "excellent" by the Georgia Department of Education. Additionally, community parks offer biking, swimming, team sports, walking paths, and golfing opportunities for everyone.



Newnan's six historic districts, all on the national register, contain some of Georgia's most beautiful homes and commercial buildings. The homes are represented by the antebellum and Victorian styles that dominated Newnan's early and mid-19th century development. Buildings that make up the Central Business District comprise several architectural styles, including Neoclassical, Italianate, Classical Revival, Romanesque, and Victorian.



The racial composition of the City of Newnan indicates that approximately 54.9% are Caucasian, 34.1% are African-American, 3.2% are Asian, 0.2% are Native American or Native Canadian.

Piedmont Newnan Hospital is a 143-bed JCAHO-licensed, private, non-profit facility, serving Coweta County and the surrounding communities. Additionally, Newnan has approximately 125 primary care and specialty physicians and surgeons to meet the clinical needs of children, adults, and seniors of the community.

About the Government

Since 1960, the City of Newnan has operated under the Council-Manager form of government. The City Council sets policy and relies on the City Manager to implement policy direction. The City Council consists of a mayor and six Council members who serve four-year staggered terms.

The City Council represents the interests of citizens in Newnan by adopting public policies; determining the City's mission, scope of service, and tax levels; passing ordinances; approving new projects and programs; and ratifying the budget. The City Manager serves as the Chief Administrative Officer and is charged with the implementation of City Council adopted policies and directives and the day-to-day operations of the City. The City Manager is responsible for hiring directors to oversee each department head. The City Manager also administers the City of Newnan's \$30 million-dollar General Fund operating budget that continues to maintain a high level of service to the City of Newnan Citizenry as well as managing millions from other Capital Funding Sources. The Assistant City Manager will report to the City Manager with a focus on the Finance and Human Resources Departments.

The City employs approximately 300 employees and is organized into five (5) functions: General Government, Public Safety, Public Works, Community Development and Other Services.

Over 130 citizen volunteers serve on the various Boards, Commissions, and Authorities for the City of Newnan including the Board of Zoning Appeals, Planning Commission, Downtown Development Authority, Ethics Commission, Housing Authority, Keep Newnan Beautiful Commission, Newnan Cultural Arts Commission, Newnan Convention Center Authority, Newnan Development Authority, Parks Commission, Retirement Board, Tree Commission, and Water and Light Commission. Members of these Boards, Commissions, and Authorities aid in the effectiveness of local government.



ABOUT THE POSITION

This Assistant City Manager role combines financial expertise with human resources management to ensure the city's fiscal health and the well-being of its workforce. The individual in this position plays a critical role in driving strategic initiatives and maintaining compliance with applicable regulations. Duties include, but are not limited to the following:

- Develop and oversee the city's annual budget in collaboration with the City Manager and Finance Department. Monitor and analyze financial data to ensure fiscal responsibility and adherence to budgetary guidelines.
- Provide strategic financial guidance to city departments to optimize resource allocation.
- Identify opportunities for revenue generation and cost-saving initiatives.
- Supervise the Finance Department, including personnel and financial systems.
- Develop and implement human resources policies, procedures, and programs in accordance with applicable laws and regulations.
- Oversee recruitment, selection, and onboarding processes for city employees.
- Manage employee relations, including conflict resolution and disciplinary actions.
- Administer compensation and benefits programs to attract and retain qualified staff.
- Ensure compliance with federal and state labor laws and regulations.
- Assist the City Manager in developing and executing strategic plans for the city.
- Identify opportunities for process improvements and efficiency enhancements within finance and HR functions.
- Monitor and report on key performance indicators related to finance and human resources.
- Foster collaboration and communication between finance and HR departments and other city departments.
- Provide guidance and support to department heads on financial and HR matters.
- Ensure compliance with all relevant laws, regulations, and reporting requirements related to finance and human resources.
- Promote professional development and training opportunities for Finance and HR staff.
- Stay updated on industry trends and best practices.

Minimum Qualifications

- Bachelor's degree from a four-year college or university with a major in Public Administration, Business Administration, Finance, Accounting, Human Resources or related field; Master's degree preferred;
- Six years of progressively responsible experience in financial management, budgeting, and/or human resources, with a minimum of four years in a managerial or leadership role is required.
- Prior experience as a city manager, assistant city manager or Finance/Human Resources department head experience is preferred. Local government experience in a similar-sized community would be a plus.
- Professional certification, such as Georgia Local Government Financial Manager is preferred and is an indication of continued professional development and will be noted during the vetting process.

THE IDEAL CANDIDATE

The Assistant City Manager of Finance and Human Resources (ACM) will serve in a pivotal leadership position responsible for managing and optimizing the financial and human resource functions for the City of Newnan. This individual plays a critical role as a high-level executive within the organization, reporting directly to the City Manager. It is an excellent opportunity for the right candidate that has previously excelled in finance/human resources duties and is seeking to apply his/her technical, management and leadership skills at a higher level of city management.

The City of Newnan places a strong emphasis on finding the right 'fit' for the organization. The successful candidate should have strong financial skills related to revenue administration, managing budgets, analyzing financial data, monitoring procurement activities and supervising technical staff within a finance department. In addition the selected person must have a working knowledge of Human Resources tasks related to talent acquisition, team development, and performance management. The HR functions will be coordinated by the ACM through the City's HR Director. In determining fit, the city is looking for a candidate that demonstrates high ethical standards, exceptional communication skills, top notch interpersonal and emotional intelligence, and the ability to successfully implement strategies leading to success.

The Assistant City Manager of Finance and Human Resources will be expected to regularly engage with the community, attend public meetings, and provide insights into financial and HR issues as needed. The successful candidate will demonstrate strong communication skills that allow him/her to project transparency and the ability to interact with the City Manager, Department Directors, community stakeholders in a manner that is informative, builds trust, and represents the City in a professional manner at all times.



Compensation & Benefits

The expected starting salary range for the Assistant City Manager, depending on the experience and qualifications of the selected individual, will be **\$140,000 - \$155,000**. In addition, the city provides an excellent benefit package including:

- Health, dental, vision and life insurance
- Defined Benefit pension plan and 457 deferred compensation plans
- Paid vacation, sick leave, holidays, and personal time
- Car allowance and relocation assistance provided

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 **no later than close of business on October 27, 2023** to lisaward912@gmail.com. Any questions please call Lisa Ward, Senior Associate, Mercer Group Associates at 706-983-9326. Interviews are expected to be conducted in early December 2023.



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