



Peachtree Corners City Manager Search

Overview of Process



Procedural Process to Appoint Manager

- Mayor recommends and Council approves manager
- Mayor will have assistance of two councilmembers during the review process
- Two councilmembers will serve as advisors and sounding board to mayor during the selection process



Conduct Interviews with Mayor and Council to Determine Qualities of Ideal Candidate

- Discuss position duties and responsibilities
- Establish expectations for position
- Identify qualities of an ideal city manager
- Establish a compensation range for salary and benefits



Ordinance Creating the Position of City Manager

- Section 1 - Appointment, Qualifications and Compensation
- Section 2 - Chief Administrative Officer
- Section 3 - Residency
- Section 4 – Powers and Duties
- Section 5 – Emergencies
- Section 6 – Council Interference
- Section 7 – Removal
- Section 8– Acting City Manager
- Section 9 – Mayor or Councilmember Serving as City Manager



Section 1: Appointment, Qualification and Compensation

- Mayor appoints and council approves
- Indefinite term
- Appointed based on professional qualifications
- Compensation set by council



Section 2: Chief Administrative Officer

- Manager serves as the Chief Administrative officer
- Responsible for the day to day operation of city government



Section 3: Residency

- Residency at time of appointment shall not be required



Section 4: Powers and Duties of Manager

- See that all laws are enforced
- Appoint and employ necessary employees of the City with the exception of those officers who are appointed by the Council
- Remove employees without the consent of the council and without assigning any reason thereto
- Attend all council meetings and participate in the discussion
- Recommend measures to council, after review by mayor



Section 4: Continued

- See that all franchises are properly performed
- Make and execute all contracts on behalf of the city
- Prepare and recommend a budget to the mayor
- Keep council informed as to the financial condition of the city
- Provide council with a monthly financial report
- Fix salaries and compensation of city employees IAW budget and pay plan



Section 5: Emergencies

- In the event of a declared emergency as defined in Section 2.23 of the Charter, the manager may award contract and make purchases for meeting such emergency
- Manager shall file promptly after the emergency a report showing the necessity for such expenditures



Section 6: Council Interference with Administration

- Except for purposes of inquiries or investigations, council shall deal with city employees through the city manager
- City council shall not give orders to any officer or employee either publicly or privately



Section 7: Removal from Office

- Manager is an at-will employee
- Council may remove the manager pursuant to a majority vote of all duly elected Council members
- There are no procedural appeal rights



Section 8: Acting City Manager

- The manager may designate in writing any administrative employee of the city to exercise the duties and functions of the city manager during his or her absence
- In the event of a vacancy in the office of city manager, the council may designate a person to exercise the powers, duties and authority until a city manager is appointed



Section 9: Mayor or councilmember serving as city manager

- Neither the mayor or any city councilmember shall be eligible for appointment as city manager or acting or interim city manager during his or her term of office and for a period of two years after the end of his/her term expires