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## Draft Job AD for Peachtree Corners (Georgia)

### City Manager

The City of Peachtree Corners is seeking applications from qualified candidates for the position of City Manager. Peachtree Corners is a “new City” (created November 18<sup>th</sup>, 2011). Official Municipal operations will begin July 1, 2012. The city is located in western Gwinnett County, Georgia. It is a Northern suburb of the city of Atlanta. It is bordered by the Cities of Dunwoody, Norcross, Sandy Springs, and Johns Creek. The population is approximately 38,000 making it the largest city in the County. Median home value (2007) was \$368,408. The City is **not** a full service city. The only direct services the City will provide will be planning and zoning land-use, code enforcement and solid waste collection. Typical city services such as Public Safety, Parks and Recreation and Public Works will be performed by the County. It is anticipated that municipal employee count will be very low with the bulk of direct service provision outsourced. Conversely, individual work load and specific work skill requirements for city staff will be high. The City Manager will be a key player in start-up and must be a well- rounded professional who has strong experience in budgeting/finance, community/economic development, and citizen participation skills. The City Manager is the chief administrative officer of the city answering to a mayor and city council. The Manager position is created by ordinance and is a contract position, serving at the will of the elected officials. Anticipated salary range \$125,000 to \$140,000.

### Job Requirements

Requirements include a Bachelor’s degree in public administration, business, or the equivalent (Masters degree preferred); and at least 10 years of local government experience preferably as a Deputy City Manager or City Manager in a full service municipal government. A successful candidate must have proven working knowledge of governmental functions at the municipal level. Leadership, communication, and interpersonal skills are prerequisites for the selected Manager.