



CITY OF THOMASVILLE, GA
INVITES YOUR INTEREST IN THE POSITION OF
ASSISTANT CITY MANAGER

THE COMMUNITY

The City of Thomasville, known as the “Rose City,” is located in southwest Georgia, approximately 35 miles north of Tallahassee, Florida. The land area is 15.06 square miles, with an estimated 19,000 residents.

Thomas County was formed in 1825 by legislation introduced by Thomas J. Johnson, owner-builder of Pebble Hill Plantation. One year later, on December 22, 1826, a location was established for the new county seat, Thomasville. The city and county are believed to have been named for Major General Jett Thomas, a member of the State Militia during the war of 1812.

Without a railroad until 1861, Thomas County residents became largely self-sufficient. Agriculture was diversified and business methods were modernized. As the terminus for the railroad, Thomasville was accessible from the north and, during the late 1800s, became known as the “Winter Resort of the South.” In the beginning of this era, Northerners and other visitors came to Thomasville for their health, breathing the pine-scented air as a curative for pulmonary ailments. They were soon joined by friends to enjoy hunting, fishing, and an active social life, including golf, horse racing, and bicycling. Thomasville came to represent the best of Southern hospitality with the lavishness of a resort lifestyle. Although the grand hotel era ended with the extension of the railroad into southern Florida, Thomasville and Thomas County have continued the area’s long-standing tradition of cultural and economic diversity. There is a rich heritage in Thomasville, and the community works hard to preserve its history and tradition.

Thomasville has been home to many great leaders in military, sports, media, and more, as well as a vacation destination. Lieutenant Henry Ossain Flipper became the first black man to graduate from West Point. Four-Star General Lloyd J. Austin III is a Thomasville native whose outstanding military career has recently earned his appointment as the United States Secretary of Defense. Charlie Ward, Jr., a native of Thomasville, was the 1993 Heisman Trophy winner and a graduate of Thomas County Central High School. President Dwight D. Eisenhower visited on numerous occasions, including to recover from an illness, and to contemplate whether he should run for a second term. Following the assassination of John F. Kennedy, Jacqueline Kennedy Onassis chose to stay nearby while mourning.



Today’s Thomasville is a tourism destination with an award-winning downtown, historic buildings, and events such as the Black History Month Parade & Celebration, Thomasville Antiques Show & Sale, Youth Arts Month, First Friday Sip & Shop, Easter Eggstravaganza, Due South, Thomasville Rose Show & Festival, Covey Film Festival, Thomasville Fly-In, Wildlife Arts Festival, Fall Xtravaganza, Holiday Open House, and Victorian Christmas.

The City works to preserve the community’s heritage while continuing to progress and achieve big-city ideals. The City’s new amphitheater, creative district, and sponsored events offer something for everyone. This year the city will host its centennial celebration of the Thomasville Rose Show & Festival, the oldest rose festival in the South.

THE ORGANIZATION

The City is governed by a five-member City Council comprised of the Mayor and four City Councilmembers. The City Council is responsible for setting priorities and setting policies to enhance and maintain an enviable quality of life. The City Manager is appointed by the City Council.

The City is a full-service agency and includes general government functions such as Administration, Economic Development and Communications, Facilities and Public Works, Country Oaks Golf Course, Thomasville Municipal Airport, Main Street, Tourism, Financial Services, Human Resources, Public Safety, Regulatory, Technical Services, Information Technology, and Utilities (cable, telephone, high-speed internet, compressed natural gas, electricity, natural gas, solid waste service, wastewater and water). The City has 450 employees in general government and utilities, with an annual operating budget of \$123 million and a capital budget of \$14 million. With no property tax, the City relies on enterprise funds to support city operations and community services. The City has an A/Stable bond rating from Standard and Poor’s.

The City’s business model includes proactive strategic planning, benchmarking with other leading organizations, performance measurements, and customer focus to provide the best goods and services to citizens. Programs and procedures are designed and redesigned based on citizen surveys and focus groups, which help to identify the community’s needs and priorities. Volunteer boards and committees play a key role in City operations.

The City's vision is to be "A progressive and unified community providing an inviting place to live, work, play and prosper." The City hopes to achieve this through its Mission: "In partnership with our community, Team Thomasville will deliver excellent and dependable public services while building trusting relationships through openness, inclusion, and innovation."

THE POSITION

The Assistant City Manager is tasked with performing complex professional, technical, and administrative work in assisting the City Manager in a variety of assignments relating to the visionary planning, organization, direction, execution, adaptation, and evaluation of City government and Thomasville Utilities operations and programs. Work is performed under the general supervision of the City Manager. Supervision is exercised over the professional staff as assigned.

Responsibilities of the Assistant City Manager include:

- Provides support directly to the City Manager by serving as a liaison on major projects and initiatives; managing oversight of assigned departments and/or functions; supervising and directing staff; expediting resolutions of matters in the City Administration office, and providing specialized research and support to the City Manager.
- Keeps the City Manager apprised of situations and issues through regular contact.
- Represents the City and the City Manager as a key ambassador to management staff, elected officials, and outside agencies; creates, presents, and explains City programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
- Represents City Administration in various meetings, assisting with input and guidance to achieve an outcome that is beneficial to the greater good of the organization and community.
- Directly supervises assigned department leaders and staff; establishes goals, objectives, and performance targets; prepares and administers reviews of individual and department performances.
- Actively participates in the development of the City's strategic plans to achieve stated goals and tracking of accomplishments.
- Identifies complex policy issues and works with departmental executive staff to create, present, and implement comprehensive solutions with the approval of the City Manager and City Council.



- Proactively monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload for administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of changes.
- Develops and/or assists in the implementation of new programs or enhancements to existing programs, operational analysis, and recommendations for organizational structure.
- Participates in and contributes to the development and administration of the annual City budget.
- Provides or coordinates staff support to a variety of boards and commissions; serves on intergovernmental and citizen committees; attends and participates in professional group meetings, and stays abreast of new trends and innovations in the fields of public relations and public administration.
- Interprets and ensures City Manager and City Council policies are understood and achieved.
- Meets with City Manager and City Administration team to collaborate on issues and objectives, determine strategies and approaches, and brief on current activities and challenges.
- Meets with department leaders and key staff to discuss programs or inquiries, answer questions, address challenges and resolve issues that may arise in the course of daily business, including budget, personnel, customer service, and intra-departmental issues.
- Negotiates and resolves sensitive and controversial issues; resolves or participates in resolving customer complaints.

- Interacts with Boards and Commissions, outside governmental agencies, non-profits, constituent representative groups, and other citizen groups relative to City goals, actions, and activities.
- Acts as key staff liaison with City Attorney's office for departmental service requests.
- Actively takes part in the advancement and promotion of an organization that supports and meets the needs of the customer, both internally and externally.
- Promotes an effective, responsive, collaborative, diverse, inclusive, and value-based organizational culture.
- Attends City Council meetings; represents and supports the City Manager as needed.
- Collaborates and performs the duties of City Manager, as assigned, during City Manager's absence.



The ideal candidate will have considerable progressively responsible experience in leading others, managing projects, and addressing complex issues in an administrative and managerial capacity, including the development and administration of organization-wide policies and procedures.

The ideal candidate should have a proven record as an innovative servant leader, excellent communication and presentation skills, and the ability to establish and maintain effective working relationships with internal and external customers. Candidates must have strong leadership and management skills, with a proven ability of earned respect and leading teams of executive, managerial and professional staff. Strong administrative and project management skills are needed.

Requirements include a Bachelor's Degree in Public or Business Administration or a closely related field from an accredited college or university, plus at least five (5) years of progressively responsible executive management level experience in public/municipal administration where multiple projects and programs have been performed concurrently; a Master's degree and/or professional certification in public administration is preferred. An equivalent combination of education and experience may be considered.

COMPENSATION

The salary is open, dependent upon qualifications. The starting salary will be based upon the knowledge and experience of the individual selected. The City offers an attractive benefits package.

TO APPLY

If interested in this outstanding opportunity, please visit our website at www.srnsearch.com and apply online. The first review of applications will take place on April 20, 2021; position is open until filled.

Résumés will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the City Manager. Candidates will be advised of the status of the recruitment following the selection of the Assistant City Manager.

Questions regarding recruitment may be directed to:

Ms. S. Renée Narloch, President

S. Renée Narloch & Associates

info@srnsearch.com | 850.391.0000

www.srnsearch.com

The City of Thomasville is an Equal Opportunity Employer and E-Verify Employer.



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