

City of
BAINBRIDGE
GEORGIA



INVITES YOUR INTEREST IN THE POSITION OF
City Manager



ABOUT THE COMMUNITY OF BAINBRIDGE

Bainbridge, Georgia, with a population of just over 15,000, is the perfect blend of past and present, where history seamlessly meets modern charm. The picturesque downtown, reminiscent of a scene from a Hallmark movie, showcases the town's rich heritage while embracing contemporary amenities. Surrounded by abundant natural resources and nestled along the scenic Flint River, Bainbridge offers a variety of outdoor recreation opportunities, from boating and fishing to trails and disc golf. Forward-thinking local leaders have cultivated a proven track record of success, ensuring Bainbridge continues to thrive as a vibrant, welcoming community for newcomers, residents and visitors alike.

Bainbridge boasts a highly successful education system, encompassing public, private, and charter schools that provide quality education and diverse learning opportunities. The town is also home to two accredited colleges, Southern Regional Technical College and Abraham Baldwin Agricultural College, which offer quality programs designed to foster a growing and skilled workforce.

The city of Bainbridge is an Accredited Main Street America community and have been designated a Georgia Exceptional Main Street (GEMS Community) for our work as proven leaders in downtown development.

Bainbridge takes pride in its successful rural healthcare system and local hospital which ensures access to high quality services and dedicated providers for all residents. The local healthcare facilities are well-equipped to handle a wide range of medical needs, offering comprehensive care close to home. Additionally, the town benefits from its strategic location and proximity to specialized medical services and experts within a one-hour commute. This combination of local excellence and easy access to specialists ensures that Bainbridge residents receive the best possible care, enhancing the overall health and well-being of the community.

ABOUT BAINBRIDGE GOVERNMENT

GOVERNANCE

Bainbridge has operated under a Council-Manager form of government since 1977. The mayor and six council members make up the governing authority of the City responsible for establishing policy and directives through enactment of ordinances and resolutions. The Mayor and Council are elected on a non-partisan basis and serve staggered four-year terms resulting in a city election every two years. The

City Manager is appointed by the council and delegated the authority and responsibility to ensure services are provided in a timely and cost-effective manner, to prepare and implement an annual budget, and to manage the City's workforce and the day-to-day operations of the city.

MUNICIPALITY FINANCIALS

General Fund Budget: \$15,348,612

CITY SERVICES

Bainbridge is a full-service city offering services such as water, sewer, gas, waste services and telecommunications with commercial and residential fiber broadband.

DEPARTMENTAL STRUCTURE

City departments are organized into four main divisions:

- Administrative Services: Manages accounting, human resources, municipal court, and purchasing.
- Public Safety: Includes police, fire, and investigative services.
- Community Services: Oversees city engineering, public works (streets, solid waste management, city shop, maintenance), and utilities (gas, sewer, water, telecommunications).
- Community and Economic Development: Focuses on planning and zoning, building inspections, animal control, code enforcement, and communications, and supports the downtown development authority, CVB, cemeteries, and GIS.

ABOUT THE POSITION

The City Manager is responsible for managing the day-to-day operations of the city government and provides professional support to the Mayor and City Council for complex legislative, policy, fiscal and other technical matters

ESSENTIAL FUNCTIONS

- Implements and enforces City Council directed policies and procedures.
- Assigns priorities and objectives to city department heads to result in effective city services.
- Ensures city operations are following city policies, procedures, and ordinances and compliant with state and federal laws.
- Implements short- and long-range goals for the city, as set by the City Council; gathers and prepares data for decision-making purposes. Provides leadership and direction in the development of short and long-range goals.
- Determines work procedures and workflow to improve the efficiency and effectiveness of operations.
- Directs the preparation and administration of the annual city budget; monitors revenue and expenditures to ensure city operations are performed within budget and to ensure sound fiscal control. Prepares and reviews budget reports.

- Advises the Mayor and City Council of the city's financial condition, including but not limited to budgetary compliance, and of current and future needs.
- Hires, assigns, directs, supervises, evaluates, and disciplines personnel.
- Tracks legislative issues and ensures the city remains in compliance with new laws.
- Attends City Council meetings.
- Attends local, regional, and state meetings related to policies and issues that impact the city.
- Attends and/or supports all City sponsored events.
- Serves as liaison to a variety of city boards; communicates directives and addresses issues of the City Council.
- Oversees grants, contracts, debt administration, and other city documents.
- Reviews, investigates, and responds/resolves all inquiries and requests from citizens.
- Oversees city construction projects.
- Performs other related duties of a comparable level as required by Mayor and/or City Council
- Represents the City, as directed by the Mayor, on various committees involving other public entities or private organizations.

IDEAL CANDIDATE

The City of Bainbridge seeks a proven, dedicated, responsive, and experienced individual with strong leadership and problem-solving skills for the position of City Manager. The ideal candidate will be an excellent communicator who supports the vision of the Mayor and Council while providing them with bold, objective, well-developed recommendations for implementation of their vision. The new Manager will be expected to develop a collaborative working relationship with the Mayor & Council that is defined by transparency, robust sharing of information concerning city operations, and maintaining regular interactions with elected officials to gain clear understandings of evolving issues, constituent needs, and Mayor & Council directives.

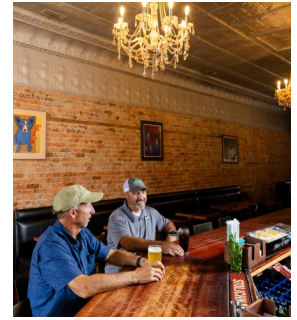
The successful candidate must have strong financial skills that yield excellence in budgeting and fiscal management to ensure that the City effectively manages its financial resources. The ideal candidate should demonstrate expertise in leading successful economic development projects and downtown improvements that have positively impacted the quality of life in communities he/she has served. He/She must value the expertise of current employees, promote opportunities for continued professional development of employees, empower staff to make quality decisions while holding them accountable without micromanaging their work.

The new City Manager must possess the ability to build community trust through the development of partnerships with various local stakeholders, educational groups, state and other government entities. Citizens will expect the City Manager to be very visible in the community and support general public events, City sponsored functions, and entertainment events. The ideal candidate must have a history of exhibiting high standards of professional and personal integrity, transparency, and objectivity in all his/her actions.

MINIMUM QUALIFICATIONS

- Bachelor's degree required in public administration, public finance, business administration or related degree from an accredited university. A master's degree is highly preferred.
- A minimum of five years of executive level management experience in local governments of similar size and complexity to Bainbridge is expected. Previous experience as a City/County Manager/Administrator or a Deputy is desirable.
- Evidence of continued professional development, such as the ICMA Credentialed Manager designation, is a positive indicator of dedication to the profession and will be noted during the candidate vetting process.
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities to perform the essential functions of this position.





COMPENSATION AND BENEFITS

The expected starting salary range for the City Manager position is \$185,000 – \$200,000 depending on qualifications of the selected candidate. Benefits offered by the city include:

- Comprehensive medical and dental insurance
- Employer-provided accidental death and dismemberment life insurance, equivalent to 1x annual salary.
- Employer-provided long-term disability.
- Opportunity to contribute to a 457b deferred compensation plan.
- A fully employer-funded defined benefit retirement plan.
- Various supplemental insurance options (short-term disability, accident, critical illness, hospital indemnity, whole life, and voluntary life insurance).
- Eleven paid holidays per year, with vacation and sick time accruing monthly.
- Relocation expenses negotiable

HOW TO APPLY

Interested candidates must submit by email a cover letter, resume, a list of at least five job related references (with email addresses and phone numbers), as well as salary history no later than close of business on **August 1, 2024** to:

Lisa Ward, Senior Associate
email lisaward912@gmail.com
phone 706-983-9326.

Alan Reddish, Senior Associate
Cell: 706-614-4961



MERCER GROUP ASSOCIATES



The City of Bainbridge is an Equal Opportunity Employer.