

STATE OF GEORGIA
COUNTY OF DEKALB
CITY OF BROOKHAVEN

ORD-2021-06-07

**AN ORDINANCE OF THE BROOKHAVEN CITY COUNCIL TO APPROVE THE AMENDED
AUTHORIZED POSITION LIST OF THE CITY OF BROOKHAVEN**

WHEREAS, the City of Brookhaven, Georgia (hereinafter, the "City") was duly incorporated on December 17, 2012; and

WHEREAS, a key factor in the success of the City is the quality and commitment of its work force; and

WHEREAS, the current authorized position report was adopted as part of the FY 2018-FY2021 budgets; and

WHEREAS, the City wishes to amend its current authorized position list by reclassifying four current positions. The new job titles include; Deputy City Manager, Senior System Engineer, Arborist, and Planning and Zoning Manager. These changes will improve service delivery and departmental flow responsibilities; and

WHEREAS, the position changes and reclassifications will not increase the overall staffing level currently performing the work in the City; and

WHEREAS, Section 3.13 of the City of Brookhaven Charter require the city manager be responsible for the preparation of a position classification and a pay plan which shall be submitted to the city council for adoption; and

WHEREAS, Section 2.31 of the Brookhaven Code of Ordinances require job descriptions for each position.

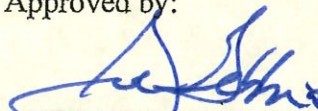
NOW, THEREFORE BE IT RESOLVED, that the attached recommended amended authorized position list of the City of Brookhaven as Exhibit "A" be established as the official 2021 list of authorized positions and salary ranges.

BE IT FURTHER RESOVLED, that the City Manager is authorized to execute any and all plans necessary to affect the City Council's direction to ensure the City implements the revised 2021 Authorized position list.

This ordinance shall be effective immediately upon its adoption.

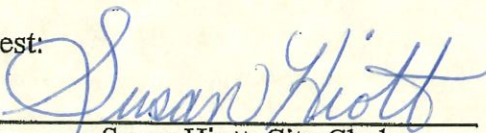
SO ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BROOKHAVEN, THIS 29th DAY OF JUNE 2021.

Approved by:



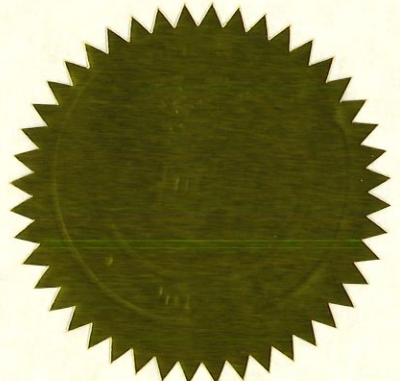
Joe Gebbia, Mayor Pro Tem

Attest:



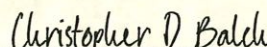
Susan Hiott, City Clerk

{City Seal}



Approved as to form:

DocuSigned by:



Christopher D. Balch, City Attorney

ORD 2021-06-07

Exhibit A

City of Brookhaven, Ga. Authorized Positions FY 2021 Adopted Budget (All Funds)						
	FT	PT*	Grade	Min	Contract/ Charter Req.	Max
Elected Officials						
Mayor	1				\$16,000	
Council Member	4				\$12,000	
Executive Assistant	1		107	\$42,406		\$67,850
City Manager's Office						
City Manager (appointed)	1				\$190,000	
Deputy City Manager	1		121	\$105,558		\$168,894
Assistant City Manager	1		121	\$105,558		\$168,894
Strategic Partnerships Director	1		112	\$61,782		\$98,852
Human Resources Department						
HR Director	1		117	\$84,246		\$138,719
HR Generalist	1		108	\$46,011		\$73,618
Economic Development Department						
Director of Economic Development	1		112	\$61,782		\$98,852
City Clerk's Office						
City Clerk (appointed)	1		114	\$70,471		\$112,752
Deputy Clerk	1		107	\$42,406		\$67,850
Administrative Assistant		1	105	\$36,023		\$57,637
Communications Department						
Communications and Public Engagement Director	1		117	\$84,246		\$138,719
Communications Manager	1		113	\$65,984		\$105,574
Public Engagement Specialist	1		105	\$36,023		\$57,637
Community Development Department						
Community Development Director	1		117	\$84,246		\$138,719
Administrative Assistant	4		105	\$36,023		\$57,637
Land Development Inspector	2		109	\$49,922		\$79,875
Arborist	1		109	\$49,922		\$79,875
Development Services Manager	1		113	\$65,984		\$105,574
Planner I	1		107	\$42,406		\$67,850
Planner II	1		108	\$46,011		\$73,618
Planning & Zoning Manager	1		111	\$57,849		\$92,558
Tree Canopy Preservation Program Manager	1		110	\$54,166		\$86,665
Fire Marshal	1		111	\$57,849		\$92,558
City Engineer	1		114	\$70,471		\$112,752
Fire Inspector		2	104	\$33,201		\$53,121
Finance Department						
Director of Finance	1		120	\$99,772		\$159,636
Controller	1		115	\$75,262		\$120,419

Accountant III	1		113	\$65,984		\$105,574
Purchasing Manager	1		115	\$75,262		\$120,419
Payroll Manager	1		108	\$46,011		\$73,618
Accountant I	2		109	\$49,922		\$79,875
Information Technology Department						
Director of IT	1		118	\$89,132		\$142,613
Senior System Engineer	1		112	\$61,752		\$98,852
GIS Manager	1		113	\$65,984		\$105,574
Systems Engineer II	2		111	\$57,849		\$92,558
Systems Analyst II	1		111	\$57,849		\$92,558
System Engineer I	1		110	\$54,166		\$86,665
Municipal Court						
Judges (appointed)		2			\$225/hr	
Chief Clerk of Court	1		109	\$49,922		\$79,875
Deputy Chief Clerk of Court	1		108	\$46,011		\$73,618
Court Clerk		5	105	\$36,023		\$57,637
Parks & Recreation Department						
Director of Parks & Recreation	1		117	\$84,246		\$138,719
Assistant Director of Parks & Recreation	1		113	\$65,984		\$105,574
Executive Assistant	1		107	\$42,406		\$67,850
Recreation Coordinator	1		106	\$39,084		\$62,535
Events Coordinator	1		106	\$39,084		\$62,535
Athletic Coordinator	1		106	\$39,084		\$62,535
Recreation Leader/ Seasonal Pool Manager	1	16	102	\$31,200		\$45,123
Custodian	2		102	\$31,200		\$45,123
Park Maintenance Worker	10		102	\$31,200		\$45,123
Park Crew Leader	3		104	\$33,201		\$53,121
Park Maintenance Supervisor	1		107	\$42,406		\$67,850
Park Maintenance Manager	1		110	\$54,166		\$86,665
Police Department						
Police Chief	1		120	\$99,772		\$159,636
Deputy Chief	1		116	\$79,628		\$127,405
Major	3		116	\$70,471		\$121,500
Lieutenant	7		113	\$69,806		\$105,000
Sergeant	12		111	\$61,076		\$92,000
Officer	45		108	\$48,500		\$71,792
Executive Assistant	1		107	\$42,406		\$67,850
Crime Analyst	1		106	\$39,084		\$62,535
Detective	8		108	\$48,500		\$71,792
Crime Scene Technician	2		105	\$36,023		\$57,637
Police Service Representative	6		104	\$33,201		\$53,121
K-9 Officer	3		108	\$48,500		\$71,792
Terminal Agency Supervisor (TAC)	1		107	\$42,406		\$67,850
Record Clerk	3	1	104	\$33,201		\$53,121
Property & Evidence Clerk	1		105	\$36,023		\$57,637
PT Officer		6	107	\$42,406		\$67,850
	168	33				

* Part-time Positions are based on individuals and not on hours worked.

Source: Human Resources Department
Rick.Stone@Brookhavenga.gov



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Deputy City Manager

Department: City Manager

Pay Grade: 121

FLSA Status: Exempt

JOB SUMMARY:

The Deputy City Manager works under the supervision of the City Manager. The assistant helps in the day-to-day oversight and operation of all departments of the City as directed by the City Manager. Project management and detailed reports on the progress of assigned projects is a regular part of the functions of the position. He/she will be responsible for leading several departments which will be based on their individual skill set as well as their experience. The Deputy City Manager will serve as acting City Manager in the absence of the City Manager.

ESSENTIAL JOB FUNCTIONS:

- Assists the City Manager in the development of reports, research, recommendations for changes or improvements to operations, communications and general problem solving.
- Participates in local boards, committees and task forces as assigned.
- Assists the City Manager on all citizen contacts to assure timely and concise responses.
- Supports transparency in Government while furthering the goals and objectives of the City.
- Works well with the public and City Council to address concerns, complaints and conflict resolution while maintaining a positive attitude.
- Conducts themselves in a manner that is professional and represents the City in a positive way, always maintaining the highest level of integrity.
- Attendance at all City Council meetings.
- Articulates and communicates directives, City objectives or reports on work in a manner that is easy to understand by citizens, staff and elected officials.
- Well informed on the policies, ordinances and charter of Brookhaven and reports violations of any of these.
- Adapts to situations and has the ability to react to fast changing problems and circumstances.

- Works cooperatively with all employees toward the common goal of providing high quality service.
- Takes a leadership role in major decision making for the City, guiding resources and providing recommendations to City Manager for strategy direction of fiscal policy matters.
- Establishes and maintains collaborative relationships with neighboring and regional jurisdictions to leverage opportunities and further the City's goals.

MINIMUM REQUIREMENTS TO PERFORM WORK:

Bachelor's Degree from an accredited college or university in public administration, finance, accounting, business administration or a closely related field required, Master's Degree preferred. Must have ten years of progressively responsible municipal or urban county work experience or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must possess and maintain a valid Georgia's driver license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general management practices and principles including strategic planning.
- Knowledge of municipal operations, finance and services.
- Knowledge of local government practices and procedures including public sector procurement procedures.
- Ability to establish and maintain effective work relationships with City Manager, co-workers, elected officials and representatives of private/public entities in the community.
- Ability to prepare effective written reports and to make effective public presentations.
- Ability to investigate, analyze and effectively resolve problems and conflicts.
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment.
- Ability to coordinate complex, inter-departmental programs and procedures.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

- While performing the duties of this job, the employee sits in an office or computer room.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee regularly works in a normal office environment.
- The employee may perform some duties outdoors while conducting official business which will require limited local travel.
- Employee may be required to attend some evening and weekend meetings, and may be required to assist in special events.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Senior Systems Engineer
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Department:	Information Technology
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Pay Grade:	112
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FLSA Status:	Exempt
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JOB SUMMARY

The purpose of this classification is to assess needs, formulate solutions, implement, and support information needs, maintain the operations, services, staff and resources of Information Technology, which includes personal computer and mainframe computer systems, Internet activities, computer networks (Local Area and Wide Area Networks), and telecommunication services.

ESSENTIAL JOB FUNCTIONS:

Under the supervision of the IT Director

- Coordinates activities for database environment including overseeing the development and organization of the databases, server hardware and software technologies network systems and implementation of new technologies.
- Coordinates, schedules, plans the installation and testing of new products and improvements to computer systems, such as the installation of new servers, databases and network solutions.
- Coordinates, schedules, and plans for all City software applications maintenance or upgrades.
- Designs and monitors the operation of all City data backup, retention, and storage systems.
- Provides input and recommendations relating to City's technology needs; analyzes the city's networking and server needs; recommends acquisitions of equipment changes or upgrades; prepares and recommends equipment specifications; provides information relating to specifications.
- Works with City Staff to design and implement projects requiring server-based solutions.
- Manages all technical aspects of the databases and processes; maintains and monitors database security; ability to query databases using Microsoft SQL.
- Manages data from multiple sources including internal, external, and 3rd party data.
- Works with 3rd party vendors to test programs or databases, correct errors and submit necessary modifications.
- Recommends and evaluates software, hardware and processes to the team and end-users. Implements solutions and maintains applications of processes.
- Delivers services in his/her area of expertise as called upon by the I.T. Director and

City Management Team in support of the mission and goals of the City.

- Ensures departmental compliance with all applicable rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Consults with Director of Information Technology to review department operations and activities, review/resolve problems, receive advice/direction, and provide recommendations.
- Provides technical support, training, and information to system users, staff members, and elected officials regarding operation of hardware and software, procedures, problems, and related issues; coordinates technical training by outside vendors; troubleshoots and/or resolves problems.
- Communicates with hardware/software service representatives and technical support representatives; provides information concerning operational and/or mechanical problems as appropriate.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Assists supervisors, staff, and other departments to define business requirements and system goals, identify and resolve business systems issues.
- Reviews and analyzes the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging these systems.
- Sets and manages project expectations with supervisors and end users by leading planning sessions for enhancing business processes, operations, information process flow and new or improved reporting processes.
- Plans and coordinates training of existing staff, for implementation of new software and/or upgrades to existing software.
- Performs other related duties as required or assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree in information technology, computer science, engineering or closely related field.
- Five (5) years of experience in computer information systems; and
- Or equivalent education, and/or experience.

Knowledge, Skills and Abilities:

- Knowledge of Windows and SQL languages, personal computer and mainframe computer systems, Internet activities, computer networks (Local Area and Wide Area Networks), and telecommunication services.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.

- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office or computer room.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee regularly works in a normal office environment.
- The employee may perform some duties outdoors while conducting official business which will require limited local travel.
- Employee may be required to attend some evening and weekend meetings and may be required to assist in special events.

The City has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

Job Title: Arborist

Department: Community Development

Pay Grade: 109

FLSA Status: Non-exempt

JOB SUMMARY:

Combine your passion for trees and people to make a positive impact in the Brookhaven community. Trees provide a plethora of social, economic, environmental, and aesthetic benefits. This position is the opportunity to share your knowledge about the most effective practices used to maintain and establish healthy, resilient urban forests that benefit all Brookhaven residents.

As an Arborist within the Tree Canopy Preservation Division, you will use your training in arboriculture and excellent verbal and written skills to report on trees within City-managed properties and also process permits. The position serves as one of the city's enterprise-wide resources to internal departments and the community. The information you provide will assist the City in developing programs that are sustainable, effective, and publicly supported. The position provides support to citizen advisory boards, tree advocacy groups, and non-profit organizations engaged in urban forestry grants and projects.

This position requires a background in arboriculture, horticulture, or related field and strong organizational and communication skills.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

ESSENTIAL JOB FUNCTIONS:

- Facilitate the city's tree canopy and management goals.
- Survey neighborhoods to determine site suitability, above and underground utility locations, tree species, tree basin readiness and specific neighborhood context.
- Coordinate with Parks & Recreation Department and Public Works on tree locations, existing conditions and tree species as needed.
- Approve tree locations and mark sidewalks for cutting as needed, observing USA markings and all city guidelines.
- Coordinate tree species selection, contractors and material orders necessary to complete planting projects.

- Conduct post-planting surveys on all trees planted, and perform necessary tree care including re-tying, re-staking and sometimes replanting.
- Complete Project Reports in a timely fashion, providing complete and accurate information on accounting and the project narrative, enabling others to invoice and report to funders.
- Maintain and track materials and trees in inventory and provide accurate records as needed.
- Work with citizens / contractors / other stakeholders to address concerns & resolve complaints.
- Plan / organize / direct / supervise work of several tree maintenance contract crews ensuring all work is completed according to contract specifications.
- Update tree inventory pertaining to City work.
- Provide technical & administrative direction / support for Land Development Division within the Department of Community Development.
- Use electronic plan review, permitting, and other software.
- Assist with large scale storm response & emergency response as needed.
- Perform other tasks as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's Degree in Environmental studies, Arboriculture, Forestry, Geology, Business or related field from an accredited college or university;
- A background in urban forestry, arboriculture or horticulture
- Strong organizational and communication skills
- ISA Arborist Certification
- Must possess a valid driver's license

KNOWLEDGE, SKILLS AND ABILITIES:

- Keep up-to-date with all correspondence.
- Update database with property owner contact information, planted tree data and other data as needed.
- Assist in the planning of, attend and participate in city special events.
- Attend neighborhood meetings and special events to promote the value of trees and the city's mission.
- Work with citizens / contractors / other stakeholders to address concerns & resolve complaints.
- Provide technical & administrative direction / support for Community Development and other departments.
- Use electronic plan review, permitting, and other software in support of position.
- Assign work / coach / provide corrective discipline.
- Develop public education materials.
- Track performance / prepare informational & analytical reports / spreadsheets / implement changes in practices.
- Perform other assigned arborist tasks.

PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all safety policies and rules and must be willing to report and/or act on safety violations and potential safety violations to appropriate supervisory or management personnel.

Incumbent is expected to meet attendance standards as determined by management. Must be available and willing to work according to the assigned schedule and must be available and willing to work overtime (including daily, weekend and holidays) as determined by management as necessary to meet the business needs.

This employee is regularly required to perform sedentary and light work and exerting up to 40 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The employee is also required to balance, climb, finger objects, grasp, hear, make rational decisions, reach, use repetitive motion, speak, talk, visualize, and walk.

WORK ENVIRONMENT:

The employee will perform most duties in a combination of outside work and a typical office environment. Although the noise level in the office environment is usually quiet the employee will experience occasional noise/vibrations outside. Job requires employee to perform duties at a company site as well as other locations either alone or working closely with others. Tasks require the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight up to 25 pounds. Performance of essential duties may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, bright/dim lights, wildlife and water hazards. Ability to do frequent local travel is required.

The City has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Planning & Zoning Manager

Department: Community Development

Pay Grade: 111

FLSA Status: Exempt

JOB SUMMARY:

The Planning & Zoning Manager manages and supervises the staff of the Planning & Zoning Division within the Community Development Department and participates in advanced, highly complex professional planning activities. Additionally, the Planning & Zoning Manager serves as the acting Community Development Director as needed.

ESSENTIAL JOB FUNCTIONS

- Performs and manages complex and sensitive professional planning projects, research and analysis.
- Monitors and ensures compliance with local, state, and federal laws.
- Oversees specialized planning functions such as large-scale new development proposals and environmental studies.
- Provides management and administration of the planning and zoning department, including planning and supervising operations; establishes goals and objectives, conducts annual employee performance evaluations and salary recommendation.
- Advises the Community Development Director on all planning-related matters.
- Advises various councils, boards, commissions, and elected officials in planning-related issues.
- Serves as liaison and performs all necessary functions in support of Planning Commission.
- Assigns work to professional staff and ensures appropriate training is provided.
- Evaluates operations and activities of assigned responsibilities.
- Prepares reports on operations and activities, recommending improvements and modifications.
- Handles sensitive personnel matters.
- Participates in budget preparation and administration, monitors, and controls expenditures.
- Attends evening and weekend meetings.
- Serves as acting Community Development Director in his or her absence.

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of urban planning and development and local government policies and procedures.
- Thorough knowledge of specialization such as land use planning/zoning, transportation planning, environmental planning, urban design, housing, historic preservation, or economic development.
- Research methods and statistical principles related to urban growth and development.
- Methods and techniques of effective technical report preparation and presentation.
- Pertinent federal, state, and local laws, codes and regulations including recent change.
- Principles and practices of supervision, training, and personnel management.
- Budgeting procedures and techniques.
- Recent developments, current literature and sources of information related to municipal planning and administration.
- Knowledge of local government procedures and practices.
- Citizen involvement techniques and processes.
- Knowledge of computer programs and applications, which may include Microsoft Office, Internet applications, econometric or transportation modeling, and database management.
- GIS programs and applications.
- Must be innovative, detail-oriented, experienced in highly visible/controversial projects.
- Knowledge of general management practices and principles including strategic planning.
- Ability to establish and maintain effective working relationships with employees, City officials and the public.
- Capable of managing multiple, high-priority assignments.
- Strong interpersonal skills to develop good working relationships with staff, officials, and stakeholders and to resolve complaints.
- Strong analytical skills to interpret research data for reports and apply mathematic techniques in practical situations.
- Reading comprehension to understand technical and legal materials.
- Ability to work on several projects or issues simultaneously.
- Ability to provide effective supervision and staff management.
- Ability to manage projects effectively and meet firm deadlines.
- Effective written and verbal communication skills.
- Ability to manage and conduct in-person and virtual public participation activities, meetings, and hearings.

MINIMUM REQUIREMENTS TO PERFORM WORK:

The Planning & Zoning Manager must possess a master's degree in planning or a closely related field and have at least eight years of experience in the planning profession. Three to four years of supervisory experience is also required. AICP Certification preferred.

PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all safety policies and rules and must be willing to report and/or act on safety violations and potential safety violations to appropriate supervisory or management personnel.

Incumbent is expected to meet attendance standards as determined by management. Must be available and willing to work according to the assigned schedule.

This employee is regularly required to perform sedentary and light work and exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The employee is also required to balance, climb, finger objects, grasp, hear, make rational decisions, reach, use repetitive motion, speak, talk, visualize, and walk.

The City has the right to revise this position description at any time and does not represent in any way a contract of employment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee regularly works in a normal office environment.
- The employee may perform some duties outdoors while conducting official business which will require limited local travel.
- Employee may be required to attend some evening and weekend meetings, and may be required to assist in special events.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Assistant City Manager

Department: City Manager

Pay Grade: 121

FLSA Status: Exempt

JOB SUMMARY:

The Assistant City Manager works under the supervision of the City Manager. The assistant helps in the day-to-day oversight and operation of all departments of the City as directed by the City Manager. Project management and detailed reports on the progress of assigned projects is a regular part of the functions of the position. He/she will be responsible for leading several departments which will be based on their individual skill set as well as their experience. He/she will be responsible for providing leadership, vision and direction in developing both long-term and short-term goals and strategies for the City. The Assistant City Manager will serve as acting City Manager in the absence of the City Manager.

ESSENTIAL JOB FUNCTIONS:

- Assists the City Manager in the development of reports, research, recommendations for changes or improvements to operations, communications and general problem solving.
- Participates in local boards, committees and task forces as assigned.
- Assists the City Manager on all citizen contacts to assure timely and concise responses.
- Supports transparency in Government while furthering the goals and objectives of the City.
- Works well with the public and City Council to address concerns, complaints and conflict resolution while maintaining a positive attitude.
- Conducts themselves in a manner that is professional and represents the City in a positive way, always maintaining the highest level of integrity.
- Attendance at all City Council meetings.
- Articulates and communicates directives, City objectives or reports on work in a manner that is easy to understand by citizens, staff and elected officials.
- Well informed on the policies, ordinances and charter of Brookhaven and reports violations of any of these.

- Adapts to situations and has the ability to react to fast changing problems and circumstances.
- Works cooperatively with all employees toward the common goal of providing high quality service.
- Takes a leadership role in major decision making for the City, guiding resources and providing recommendations to City Manager for strategy direction of fiscal policy matters.
- Establishes and maintains collaborative relationships with neighboring and regional jurisdictions to leverage opportunities and further the City's goals.

MINIMUM REQUIREMENTS TO PERFORM WORK:

Bachelor's Degree from an accredited college or university in public administration, city/regional planning, business administration or a closely related field required, Master's Degree preferred. Must have ten years of progressively responsible municipal or urban county work experience or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position. Must possess and maintain a valid Georgia's driver license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general management practices and principles including strategic planning.
- Knowledge of municipal operations, finance and services.
- Knowledge of local government practices and procedures including public sector procurement procedures.
- Ability to establish and maintain effective work relationships with City Manager, co-workers, elected officials and representatives of private/public entities in the community.
- Ability to prepare effective written reports and to make effective public presentations.
- Ability to investigate, analyze and effectively resolve problems and conflicts.
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment.
- Ability to coordinate complex, inter-departmental programs and procedures.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds.

- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office or computer room.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee regularly works in a normal office environment.
- The employee may perform some duties outdoors while conducting official business which will require limited local travel.
- Employee may be required to attend some evening and weekend meetings, and may be required to assist in special events.

The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date