

Assistant City Manager Vacancy

Deadline to apply November 15, 2019



Send Resume and Cover Letter to:

Delvick J. McKay, Personnel Director

djmckay@dothan.org or

City of Dothan, P.O. Box 2128 Dothan, AL 36302

About the Assistant City Manager

The Assistant City Manager assists the City Manager with administrative and managerial duties. The ACM works closely with all levels of management to provide information on topics as requested. Duties include providing staff support for special projects; researching, reviewing, evaluating, and clarifying policies, procedures, organizational issues and related topics; assisting with operating and capital budget preparation and monitoring; researching and addressing citizen complaints; and attending meetings and making presentations as necessary. Work is performed under the direct supervision of the City Manager but considerable independence is granted for the exercise of judgment and initiative.

- ◆ Coordinates special projects involving a wide range of issues within the City government structure, including researching requested data, analysis of issues, preparation of reports, administrative support to City departments and program implementation.
- ◆ Develops written reports and studies, as directed by the City Manager, to address concerns identified by the general public, elected officials, or management.
- ◆ Assists with the development of policies and programs to assure that the goals and objectives defined by elected officials are met in an effective manner.
- ◆ In consultation with the City Manager, assists with budget preparation for the City, including the biennial budget, mid-budget review, budget hearings and the Capital Improvement Plan.
- ◆ Monitors and assists City departments in reporting on the status of goals and implementation of specific activities or programs.
- ◆ Responds to requests for information and complaints from the public and City Commission members, including dissemination of information, researching information on complaints and resolving conflicts between citizens and City services as needed.

Requirements Include:

Bachelor's degree from a four-year college or university accredited by an accreditation agency recognized by the U. S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) in Business Administration, Public Administration, Business Management, or a closely related field, and

Four (4) years of recent governmental experience in an exempt, executive level administrative role. An accredited Master's degree in Public Administration or closely related field is preferred.

Compensation:

The Assistant City Manager's compensation will be highly competitive and the salary range is **\$126,131.20 - \$192,046.40** and will include an excellent benefit package to include health, dental, voluntary insurance, and retirement benefits. The City will pay reasonable and customary moving expenses if applicable and City residency is required within six (6) months.