City Manager

The City of Tuskegee is located in east-central Alabama and is 40 miles east of Montgomery, the State Capitol. Tuskegee is the county seat of Macon County, that was founded and laid out in 1833 by General Thomas Simpson Woodward, a Creek War veteran under Andrew Jackson. It is the largest community and one of four incorporated towns in a predominantly rural county, incorporated in 1843. Presently, Tuskegee is the largest city in Macon County with a population of slightly over 8,000 (as of 2015), down from 11,846 in 2000. The City has an area of 15.7 square miles — 15.5 of which is land, and 0.2 of which is water.

Job Summary:
The City Manager is the administrator appointed to run the day-to-day operations of local government. The City Manager manages city administration to operate in accordance to the policies set by the City Council. The City Manager ensures all laws, resolution, policies and directives are carried out. Makes recommendations to the governing body for appointment or termination of department heads; directs activities of and counsels all department heads and other personnel in his/her jurisdiction. Makes organizational recommendations to increase operational efficiency. Serves as a city liaison with community, state and federal agencies. Investigates all complaints concerning the administration and operation of city services. Advises council as to financial condition and needs of city; attends all council meetings.

Duties and Responsibilities:
Administers the policies of the City Council, Code of ordinances of the City, and State and Federal laws pertaining to the City; ensures all laws, City ordinances, resolutions, policies and directives are carried out; directs the activities of all department heads; appoints, disciplines and removes department heads as necessary. Exercises control over all departments in existence and departments that may be created in the future; makes recommendations to Council on the creation, consolidation and combining of offices, positions or departments of the administrative and operational departments of the City; plans, organizes and supervises the operations of the City’s various department heads to ensure efficiency, economy and cooperation among departments and with other agencies, commissions, committees, etc.; investigates all complaints related to the administration and operation of the City government and services maintained or provided by the City; attends all meetings of Council with the duty
of reporting any matter concerning City affairs under his supervision or direction and to attend such other meetings of the City departments and officials as his/her duties may require; serves as a policy advisor to the Council and Mayor on needed revenues, laws, policies and administrative procedures of the City; procures and submits plans to Council and Mayor for long-range improvements; serves as public relations officer of the City; represents the City in public and professional meetings and other various activities; performs such other duties and exercise over other powers as may be delegated to him/her from time to time by ordinance or resolution of the Mayor and Council. Monitors reports and makes recommendations regarding the City budget.

**Qualifications:**

- Master’s degree in Business Administration, Public Administration, Urban Planning, or equivalent related field
- 5-7 years of progressive administration/management experience in governmental or financial management
- Experience in community development, strongly desired
- Must possess good character and integrity
- Strong planning skills
- Customer-oriented
- Able to manage a diverse team of subordinates and department heads
- Strong oral and written communication skills

**Special Requirements:**

- Must be willing to work nonstandard hours, weekends and holidays as required to complete work assignments
- If considered for hire, applicant must also pass a background check and drug/alcohol screening
- City residency will be required.

**Compensation and Benefits:**

The City Manager’s compensation will be competitive commensurate with experience and will include an attractive benefit package.

**How to Apply:**

The position will remain open until filled and will move forward immediately upon receipt of a sufficient pool of well-qualified applicants. If interested, please submit your cover letter, resume, and salary expectations immediately to: cjohnson@tuskegeeealabama.com and include CITY MANAGER in the subject line.

The City of Tuskegee is an Equal Opportunity Employer.