



# Assistant City Manager

Sylvester

Internal

The City of Sylvester is currently recruiting for the position of Assistant City Manager. This is a full-time position with benefits that include Health, Dental, Prescription, Life, and Short-Term Disability Insurance.

## **JOB SUMMARY**

This is a key leadership position within the City of Sylvester that reports directly to the City Manager. The principal function is to oversee and guide the activities of various departments and special projects and ensure they are meeting the policies, goals, and expectations established by the City Manager and City Council. In addition, this position is to provide accurate and timely information to support decision-making and policy direction. The Assistant City Manager may also assume the duties of the City Manager as needed from time to time.

## **QUALIFICATIONS**

### **Minimum Education and Experience:**

- Five (5) years of experience in municipal management positions with progressive responsibility for program direction and budgetary administration.
- Equivalent combination of education, training, and experience may be considered.
- Three (3) or more years of direct supervisory experience including proven success in administering performance evaluations, disciplinary actions, employee coaching, and employee development.
- Three (3) or more years as a department head.

