

Position Title: City Manager
Salary: Starting \$60,000; Salary/Exempt
Location: Clayton, Georgia
Closing Date: Nov. 6, 2020

Overview

The City of Clayton is accepting applications for the position of City Manager. The City Manager is the chief administrative officer responsible for the city's daily operation and oversight of all departments. The City Manager reports directly to Clayton City Council.

Qualifications

- A Bachelor's degree in Public or Business Administration, Accounting, or Human Resources or four years of progressive experience in managing a municipal government. A combination of a degree and experience will be considered.
- Strong leadership, organizational, financial, communication, and customer service skills.
- Excellence in public relations and experience in human resources.
- Competent in computers with in-depth skills in Microsoft Office Suite, including the creation of forms, tables, brochures, and simple graphics.
- Basic knowledge regarding zoning, urban planning as well as Clayton geography (or the ability to learn such knowledge quickly) is a plus.
- Experience in water and wastewater operations will be a plus.

A pre employment background check and drug screen will be requested if a formal offer of employment is extended.

Applications

Application materials should include a cover letter addressing how the candidate's experiences match the position requirements; a resume; candidate's contact information (phone and email) and the names, titles, addresses, business and home telephone numbers, and e-mail addresses of three professional references.

Mail to: City of Clayton, 837 Highway 76 W, Suite 101, Clayton, GA 30525
or email: msharpton@cityofclaytonga.gov

The City of Clayton offers competitive salary with excellent benefits package. The City is an Equal Opportunity Employer and an E-Verify employer.