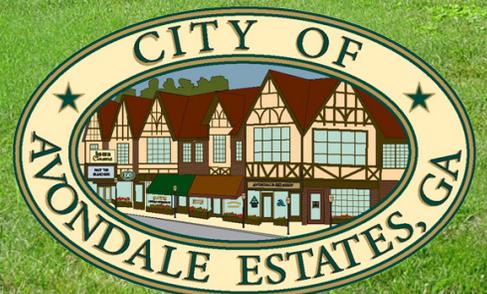


City of Abondale Estates



**Currently Recruiting
City Manager**



ABOUT AVONDALE ESTATES

The City of Avondale Estates was founded by George Francis Willis, a patent medicine magnate, in 1924. His plans for the City were inspired by a trip he and his wife took to Stratford-upon-Avon, England. He aspired to recreate the majestic Tudor-Revival style architecture found at the birthplace of William Shakespeare. With the guidance of internationally known city planners, engineers, and landscape architects, Willis proceeded to develop what would later be known as the only documented example of a planned City in the Southeast. Today, Avondale Estates is named on the National Register of Historic Places with a mixture of Tudor revival style architecture, 1950s ranch



style homes, and new construction throughout the tree-lined streets.



The 1.23 square miles of City of Avondale Estates is home to approximately 3,400 residents. Community amenities for residents include beautiful Lake Avondale, Community Club House, tennis courts, a recently renovated Willis Park, and a swimming pool. The City is home to various organizations, including two garden clubs, a men's club, woman's club, and parenting co-op group, and many others in response to the needs of a diverse population.

Fast Facts about the City

Founded 1924

Area: 1.23 square miles

Average Temperatures:
High – July – 89 degrees F
Low – January 33 degrees F

Annual Rainfall: 50.2 inches

Population: 3,400 estimated

Median Household Income:
\$100,871

Median Home
Sales Price: \$412,000

Recently, Niche.com ranked Avondale Estates as the 15th best suburb in the state, as well as the best place to retire and fifth safest suburb in Georgia. Overall, the City earned an A+ from the website for its diverse house options, access to great schools, low crime rate, entertainment options, and suitability for families. Atlanta Agent Magazine describes Avondale Estates as the most competitive real estate market in the area. More than a quarter of homes sold in the City for over the asking price last year, with median sales price of \$412,000.

The downtown area of Avondale Estate is home to a variety of businesses including consignment stores, quirky shops, and service centers for a variety of needs. Pizza, southern comfort food, Venezuelan arepas, and Chicago style hot dogs are some of the restaurant fare options within the City



limits. The City is also the location of the first Waffle House, which was opened by Avondale Estates residents during Labor Day weekend of 1955. Waffle House now operates a museum at the original location, and a separate restaurant elsewhere in the City. selection of art galleries and studios also dot the map.



Children living in Avondale Estates are zoned for the DeKalb County School System, which includes Avondale Elementary School, Druid Hills Middle School, and Druid Hills High School. The building that once housed Avondale High School is now used by the DeKalb School of the Arts, a magnet school. Students are also in the attendance zone of the Museum School of Avondale Estates, a charter school that opened its doors to students in 2010. Higher education opportunities also exist surrounding the City with Emory University, Agnes Scott College, Georgia Piedmont Technical College, DeVry University, and the Georgia Perimeter Campus of Georgia State University.

Community events are an important part of the small-town charm of Avondale Estates with the annual Easter Egg Hunt, Dog Parade, and Antique Car Parade highlighting the entry to the spring season. Many of the events call back to the original days of the City and its strong community spirit. While events are plentiful at the City's lake and various parks, monthly Art Walks and festivals highlight the City's downtown area and businesses. Fourth of July brings out the community in the morning for a fun and festive parade capped off by an evening of fireworks at Lake Avondale. Runners lace up for a 5K on Labor Day and the City is filled with little ghouls and goblins for Halloween. The December holidays bring a full calendar of events,



with the Avondale Estates Christmas Tour of Homes and Holiday Market, as well as menorah and Christmas tree lighting celebrations. No matter what time of year these celebrations draw in locals with music, art, and food as Avondale Estates residents and visitors maintain the charm of a small town.

ABOUT THE CITY GOVERNMENT



Governed by an elected five-member Board of Mayor and Commissioners (BOMC), Avondale Estates has a Council-Manager form of government. The City uses the DeKalb County Fire Service for fire and EMS calls but provides its own police service. With a commitment to quality and efficiency, the City also provides public works services, including twice a week sanitation collection, recycling, greenspace landscaping, parks and recreation, code enforcement, and coordination of road repairs and maintenance. The City currently employs approximately 50 fulltime employees.

Other governmental boards and commissions include an active Downtown Development Authority/Main Street Board, Planning and Zoning Commission, Board of Appeals, Ethics Board, Lake Avondale Advisory Board, Personnel Board, Historic Preservation Commission, Architectural Review Board, and Tree Board. An Education Ad Hoc Committee, Greenspace Ad Hoc Committee, and Arts Council also provide input and local knowledge from residents and business owners about important community issues.

ABOUT THE POSITION - CITY MANAGER

The City Manager for Avondale Estates is a highly professional, responsible, managerial position. It requires diversified administrative, political and technical expertise in managing, directing and coordinating all operating departments of the city and advising the BOMC of progress in all major areas of City operations. The City Manager serves at the pleasure of Mayor and Commission and is responsible for recommending and implementing policy directives and managing the day-to-day operations.



The position is responsible for directing the preparation and submittal of the annual budget and capital budget program; establishing goals and priorities for City operations; organizing and implementing new programs; directing staff in the resolution of problems related to service and fiscal needs of the City; enforcing established policies of the BOMC; continually updating the organization to increase efficiency; identifying and administering appropriate grant programs; directing employee training programs; maintaining expenditure controls; and directing the design and construction of expansion programs in all operational departments as approved by the BOMC.

Duties and Responsibilities:

» Oversees the day-to-day operation of City services through city departments in compliance with policies approved by the Board of Mayor and Commissioners.

» Provides leadership and exercises executive supervision over all city employees and departments; Appoints and when necessary for the good of the City, suspends or removes employees the City Manager has the right to appoint; Ensures that the City's personnel policies are properly applied and executed.



» Collaborates with Department Heads and staff to prepare annual budgets for submission to Board of Mayor and Commissioners for their review and approval; Manages the City's approved operating and capital budgets.

» Strategically plans and oversees the purchase of all materials and equipment in accordance with approved fiscal policies

» Attends all meetings of the Board of Mayor and Commissioners; proactively takes part in the discussion of all matters coming before BOMC; makes recommendations for BOMC actions.

» Serves as advisor and assists the Board of Mayor and Commissioners in the development, approval and implementation of annual goals for the City.

» Acts strategically, anticipates issues and keeps the Board of Mayor and Commission fully advised as to the City's financial condition and makes recommendations to the Board of Mayor and Commissioners concerning all fiscal affairs with special attention to future revenue needs of the City.

» Interacts with the media to provide transparency of government actions and issues in support of the Mayor's role as the official spokesperson for the City.



ABOUT THE CANDIDATE

The successful candidate for the City Manager position is expected to have the following qualifications:

- » Thorough knowledge of accepted managerial concepts, principles, best practices and techniques of a full-service city.
- » Comprehensive working knowledge of federal and state municipal laws. Comprehensive knowledge of ordinances/enforcement procedures.
- » Ability to effectively communicate complex concepts, verbally and in writing, with the public, staff, and elected officials.

Specific minimum qualifications of the new City Manager include a Bachelor's degree (Master's degree preferred) in public administration, business administration, public finance, or related degree; five years of executive level management experience in local governments operations with similar complexity to City of Avondale Estates is expected; previous experience as a City/County Manager/Administrator or an Assistant in a full-service City is preferred.

OPPORTUNITIES/CHALLENGES

The new City Manager will be expected to develop recommendations and work with the Board of Mayor and Commissioners to provide leadership to the following issues:

Develop options for enhancing the commercial strength of the Central Business District.

The expected outcome is well-planned positive growth of the area that respects the unique character of downtown, promotes walkability, improves alignment of Zoning Ordinances with the Downtown Master Plan, and generates additional revenues for the City. Evaluate residential and commercial stormwater infrastructure needs to determine if a comprehensive stormwater

master plan needs to be developed with priority being given to downtown areas. Identify funding sources for implementing critical projects identified by the plan.

Lead meaningful community discussions about the value and challenges of annexation. If it is determined that annexation is a value to the community, develop a workable plan for implementation.



Identify new and/or enhanced revenue sources that are appropriate for the community and are focused on reducing the current level of dependency on residential property tax for City operations.

Evaluate infrastructure needs such as street resurfacing, Public Works facility, ongoing public building maintenance, lake erosion and other capital asset needs to develop implementable short-term and long-term funding strategies.

Review the City's Human Resource practices to ensure compliance with adopted policies, recommend policy changes if needed; Evaluate employee competencies to ensure needed skill sets are represented in the workforce.

Build collaborative relationships with external entities and agencies to ensure the City's interests are clearly articulated when projects or policies being considered by those entities have the potential of impacting Avondale Estates.

COMPENSATION

The starting salary for the new City Manager will be based upon the qualifications and experience of the selected candidate; starting salary is expected to be in the range of \$130,000-\$160,000. An auto allowance will be provided. The City also offers excellent Defined Benefit, 401 and 457 retirement benefits. Additional benefits include medical, dental, and life insurance; generous paid annual and sick leave.



APPLY NOW

Interested candidates must submit by email a cover letter, resume, at least five job related references, and salary history not later than 5:00 pm (ET) June 15, 2018 to: alanreddish51@gmail.com.

Alan Reddish, Senior Vice-President
Mercer Group, Inc.
107 Indigo Lane
Athens, Ga. 30606
706-614-4961

The Mercer Group will begin the process of developing a short list of candidates for additional vetting upon closing of applications on June 15, 2018 with the expectation that interviews will be conducted by the Board of Mayor and Commissioners not later than the second week of July.

The City of Avondale Estates is an Equal Opportunity Employer.

