

## STATE OF GEORGIA

## **CITY OF HAMPTON**

## **RESOLUTION NO. 2025-008**

**A RESOLUTION TO ADOPT THE POSITION DESCRIPTION FOR THE ASSISTANT CITY MANAGER; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER LAWFUL PURPOSES.**

**WHEREAS**, the duly elected governing authority of the City of Hampton, Georgia (the "City") is the Mayor and Council thereof; and

**WHEREAS**, the Mayor and Council desire to adopt a position description for the Assistant City Manager; and

**WHEREAS**, the attached position description, incorporated by reference, and in addition to the City's Charter and Code, reflects the professionalism, education, experience, responsibilities, expectations, and skills required to fulfill the position.

**BE IT RESOLVED** by the Mayor and Council of the City of Hampton, Georgia that the attached position description shall be effective immediately in the City of Hampton.

**SO RESOLVED**, this 14<sup>th</sup> day of Jan., 2025.

## **CITY OF HAMPTON, GEORGIA**

Ann T. Tarpaley  
ANN TARPLEY, Mayor

**ATTEST:**

 **CARMEN BLOUNT**, Deputy Clerk

APPROVED AS TO FORM:

**L'ERIN BARNES WIGGINS, City Attorney**



**REPORTS TO:** City Manager  
**CLASSIFICATION:** Full-time  
**DATE APPROVED:**

**DEPARTMENT:** Administration  
**FLSA STATUS:** Exempt  
**REVISION DATE:**



### **JOB SUMMARY:**

The Assistant City Manager is a senior-level administrative position that is appointed by and works under the direction of the City Manager. This role is responsible for supporting the City Manager in overseeing and coordinating the operations and activities of various departments. This role ensures that the city policies, programs, and initiatives are implemented effectively and align with the city's strategic goals. This position is also responsible for providing strategic directions and serves as Acting City Manager as necessary.

### **POSITION CONTEXT:**

While performing the duties of this job, the employee may be required to sit, stand, talk, and operate a computer and telephone keyboard to reach, statute, and kneel for an extended period of time period. Light to moderate lifting is required.

### **ESSENTIAL FUNCTIONS:**

- Provides administrative leadership and strategic direction for the effective management and provision of services of Hampton citizens.
- Provides direct oversight of programs and operations of all departments.
- Promotes innovation, critical thinking, and creativity in developing approaches and solutions to City needs.
- Empowers all levels of staff to be proactive and participatory in meeting municipal-level strategic plans.
- Develops, articulates, and recommends, objectives, policies, and procedures for citywide application in consultation with the City Manager, to establish efficient and responsive operational processes.
- Monitors and evaluates City operations to ensure optimal effectiveness, proper direction, and desired outcomes are achieved.
- Oversees the execution of policies, ordinances, and programs adopted by the city council.
- Participates in the development and execution of the city's long-term goals and objectives.
- Assists in preparing, reviewing, and managing the city's budget, ensuring fiscal responsibility and efficiency.
- Works closely with department heads to address operational challenges, improve processes, and enhance service delivery.
- Represents the city at public events, engages with community stakeholders, and addresses

citizen concerns in collaboration with the City Manager.

- Supports the City Manager in crisis situations by coordinating responses and resources among departments and external agencies.
- Serves as the acting City Manager in their absence, ensuring continuity in leadership and decision-making.
- Represents the City on local and intergovernmental boards and committees involved in local, regional, and state matters of importance.
- Participates in interagency or other meetings or conferences.
- Develops and recommends resolutions on major issues, projects or programs.
- Makes presentations to elected officials, regulatory agencies, department heads, and staff as well as public or private agencies and groups.

#### **OTHER JOB FUNCTIONS:**

- Responsible for administering expenditures for major programs and projects, conducting special studies and other administrative responsibilities.
- Responds to inquiries from City Council, employees, businesses, organizations, and the public.
- Provides comprehensive knowledge of modern principles and practices of municipal government administration.
- Understands highly complex laws, regulations, executive orders, rules, and democratic political process as it relates to City Council.
- Knowledge of current trends in technology.
- Provides comprehensive knowledge of principles of effective public relations and interrelationships with citizens, private businesses, and other levels of government.
- Sets and meets a high standard of service.
- Uses logic and reasoning to analyze, understand, and evaluate complex situations.
- Identifies the strengths and weaknesses of alternative approaches or solutions to a situation.
- Exercises appropriate judgment in establishing priorities.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Strong leadership and organizational skills.
- Excellent communication and interpersonal skills.
- In-depth knowledge of municipal operations, policies, and regulations.
- Budgeting and financial management expertise.
- Strategic and analytical thinking.
- Ability to build collaborative relationships with diverse community members.
- Operates in a dynamic environment, addressing complex challenges and ensuring that City services meet the needs of residents and businesses.
- Strong adaptability, and the ability to manage multiple priorities, from daily operations to long-term strategic initiatives.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in business administration, public administration, or related field (preferred); five (5) years of related experience; Or any equivalent combination of education and public sector experience will be considered.

**WORKING CONDITIONS/OTHER REQUIREMENTS:**

- Duties are performed primarily in an office setting and will routinely transition from sitting to a standing position. Tasks will involve extended periods of time at a keyboard and/or workstation. The person in this position needs to move about inside the office to assist the City Manager, access file cabinets, office equipment, etc.
- This position will have frequent contact with others and may require prolonged periods of concentration and the ability to cope with numerous interruptions and changing priorities. Physical ability to hear ordinary conversation, such as questions from the public, as well as other sounds such as the telephone ringing, etc.

**STATEMENT OF OTHER DUTIES DISCLAIMER:**

*The preceding job description does not constitute an employment contract. It has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. Incumbent will perform other duties as assigned by immediate supervisor.*