



Lumpkin City Administrator/Manager Position Available

The City of Lumpkin, Georgia, with an approximate population of 945, is seeking a City Administrator/Manager with exceptional leadership and management skills to direct and coordinate all phases of the general municipal government. Work involves supervising five to seven full-time employees, as well as activities related to the City in accordance with policies determined by the City Council, the City Charter, and applicable laws and ordinances. Work also includes preparing the annual City Budget, while emphasizing excellent service to the citizens.

The Administrator/Manager is appointed by and serves under the administration of a six-member Council and Mayor. The Administrator/Manager also exercises professional management skills by overseeing all city departments, except the police department.

The successful candidate must have extensive experience in a responsible administrative/management position in municipal government. One must be familiar with the laws and administrative policies governing municipal activities and operations. Must have the ability to express oneself clearly in writing and orally, and to appear before groups of taxpayers and the City Council to present data and programs that enhance the city's continued efficient operation.

The successful candidate should have extensive experience in a management position within municipal government and at least two to three years of experience. They must have significant experience in budgeting and financial planning. Candidates with expertise in water, wastewater, natural gas, and street administration will be given preference. Salary is commensurate with qualifications and experience. The City of Lumpkin is an equal opportunity employer. Applications will be taken until the position is filled.

If interested, please email your resume and cover letter to [**lumpkincity@bellsouth.net**](mailto:lumpkincity@bellsouth.net)