

**CITY OF ADEL, GEORGIA
JOB ANNOUNCEMENT
POSITION OF CITY MANAGER**

The Mayor and Council of the City of Adel have elected to re-open the process for selection of a City Manager and are extending the deadline for receiving resumes until June 30, 2011. All resumes submitted during the initial process will remain valid and will be considered unless withdrawn by the applicant. The announcement, qualifications and instructions are as follows:

The City of Adel is accepting resumes for the position of City Manager. The successful candidate should be a self-motivated, articulate, professional leader and will serve at the pleasure of the Mayor and Council. The City Manager oversees the operations of the full-service city government employing approximately 100 dedicated men and women.

It is preferred that the successful candidate possess an MPA or bachelor's degree in a related field with a minimum of three years experience. An equivalent combination of experience, training and education which provides the necessary knowledge, skills and abilities for the position may be considered. Candidates should be familiar with local government operations and possess demonstrated management, leadership and communication skills, integrity and the ability to coordinate numerous services which the City of Adel provides.

This position has been extremely stable with only two City Managers having served the past 33 years. The successful candidate will enjoy an experienced Mayor and City Council with the shortest term of any elected official being twelve years. The City provides all standard general governmental services as well as comprehensive enterprise operations including electrical and natural gas distribution systems. The total annual citywide budget exceeds 22 million dollars.

The foregoing information is intended to outline the minimum qualifications necessary for entry into this position and is not a complete listing of relevant skills and responsibilities of the City Manager. Interested persons should send a cover letter and resume including work history with clear explanations for any open dates, salary requirements and at least five professional references to: Mayor Richard C. Barr, City of Adel, P. O. Box 1530, Adel, GA 31620. The deadline for receiving resumes will be June 30, 2011. The City of Adel is an Equal Opportunity Employer.