

## **CITY OF PEMBROKE EMPLOYMENT OPPORTUNITY**

The City of Pembroke is accepting applications for a City Administrator. This position is responsible for the day-to-day operations of the city and to ensure the city is in compliance with local, state and federal laws. This position provides leadership and administration for local government operations, economic development, and financial activities. Applicants must be able to develop and maintain a healthy working relationship with the employees, local residents, city and county officials and other government organizations such as DCA, GDOT, etc.

This individual will provide direction to the city department heads; develop short and long range plans for the city; implement policies and procedures under the direction of the Mayor and Council; prepare annual budgets for adoption; and serve as liaison between the Mayor and City Council and the general public.

Knowledge and Skills Required: Must have a good working knowledge of local government operations, human resource law, budgetary principles, computers and relevant software programs. Must be skilled in organization, management and technology. This applicant will require the ability to use tact, meet deadlines, be self-motivated and use independent judgment in emergency situations and in resolving problems.

Minimum requirements: A degree from a four-year college or university in business administration. Will accept, knowledge and competency commonly associated with the completion of a baccalaureate degree in a course of study related to Public Administration. Master of Public Administration is preferred. Possession or ability to readily obtain a valid Georgia Driver License.

Applications are available at City Hall or at our website [pembrokega.net](http://pembrokega.net). Please submit your application, resume and KSA's to the City of Pembroke, City Clerk 160 N. Main Street, P. O. Box 130, Pembroke, GA 31321 Monday - Friday from 8:30 a.m. - 5:00 p.m.

The City of Pembroke is a Drug Free Workplace, an Equal Opportunity Employer and endorses the American with Disabilities Act. Background checks will be performed. Applications will be accepted through January 2, 2016.