

NOW HIRING

**Economic & Community
Development Assistant
City Administrator**



www.RoswellGov.com/Jobs

Now Hiring

Economic & Community Development Assistant City Administrator



Under the administrative direction of the City Administrator, this position assists the City Administrator in coordinating and directing the activities and operations of assigned City departments and divisions; oversees and directs assigned programs and functions of the City, and other areas as assigned; performs responsible and complex administrative work including to direct or conducting special projects; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; provides responsible and complex staff support to the City Council and City Administrator.

Some Essential Job Functions:

- Assumes full management responsibility for assigned functions, services, and activities of the City, including but not limited to the Economic Development and Community Development Departments.
- Plans, directs, and coordinates, through management level staff, the work plan for assigned functions; assigns projects and programmatic areas of responsibility; provides direction and supervision on key projects; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Lead the development and implementation of economic growth strategies that promote investment, job creation, and business retention and expansion.
- Cultivates relationships with local businesses, developers, and investors to attract new ventures to the city.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university with major coursework in public administration, economic development city planning, urban planning engineering, business administration, or a related field. A Master's degree is highly desirable.

Eight (8) years of progressively responsible professional experience in municipal government or public sector management, including at least five (5) years of administrative or supervisory responsibility at the senior managerial or executive leadership level.

For a full job description, visit www.RoswellGov.com/Jobs.





About the The City of Roswell



Located 20 miles from Downtown Atlanta, **Roswell is the ninth-largest city in Georgia** with a population of more than 92,000. Its natural beauty, innovative local businesses, focus on historic preservation, first-class amenities, and strong sense of family and community make Roswell a charming and easy place to call home.

Incorporated in 1854, the City of Roswell was founded by Roswell King, who established the Roswell Manufacturing Company and built a cotton mill to harness the power of local rivers to make textiles. Since that time, the City has grown into **one of the most desirable suburbs in North Atlanta** and is consistently rated among the safest in the state and nation.

Known for its **lush and extensive park system**, Roswell boasts more than 900 acres of green space and community recreation areas—both passive and active. Positioned along the Chattahoochee River, Roswell is also located between Lake Allatoona and Lake Lanier and is only a short drive from the Appalachian Mountains to the north. With opportunities for **outdoor recreation** at every turn, Roswell residents can often be found kayaking, fishing, hiking, and biking along the area’s waterways and trails.

The city also has a **rich artistic and cultural history**, with community events throughout the year that draw visitors from around metro Atlanta. The city’s four historic homes—Archibald Smith Plantation, Barrington Hall, Bulloch Hall, and Mimosa Hall—host everything from cooking classes and lecture series to holiday candlelight tours and themed community parties. Other **popular events** include Alive in Roswell in Roswell’s Historic Downtown, Roswell Roots Festival, Roswell Arts Festival, Riverside Sounds Concert Series, Youth Day Parade, and the Annual July 4th Fireworks Extravaganza.

Roswell offers an array of **nationally acclaimed public and private schools**. Its two public high schools are consistently positioned at the top of annual statewide SAT rankings and above the national average. A number of private schools, international schools, religious schools, special needs schools, and virtual academies are located throughout Roswell and nearby areas. Continuing higher education is also readily available, with local campuses of Georgia State University, Georgia Perimeter College, the Art Institute of Atlanta, Kennesaw State University, and DeVry University nearby.



QUICK FACTS

Date of Incorporation:
February 16, 1854

Area:
42.02 square miles

Total Population:
92,907

Median Household Income:
\$104,864

Median Home Value:
\$407,034

HIGHLIGHTS

2017 Live, Work Play City Award - Georgia Municipal Association

2017 National Gold Medal Award for Excellence in Park and Recreation Management

2020 Digital Cities Award Winner by the Center Digital Government

Platinum Certified Green Community by the Atlanta Regional Commission

Named among Top 100 Places to live in 2023 by Livability.com



Compensation & Benefits

The City of Roswell offers its employees a competitive and comprehensive benefits package.

Some of the more significant benefits are:

Medical Insurance with the City contributing up to \$1,500 a year to an HSA depending on the plan of choice

Dental, Vision, and Life Insurance; Wellness Center (with dispensary) for preventative care, common illnesses, and maintenance programs

Defined Contribution retirement plan with the City funding 10% of annual salary with an optional match of 1:1 up to a maximum of 5%; an additional matching program of 1% when the employee contributes 2%. When an employee opts to participate in all available programs, the City contributes a total of 16%, while the employee contributes 7%.

Paid Time Off (PTO) and Paid Sick Leave with a balance (up to cap) rollover from year to year

Paid Holidays and Volunteerism/Civic Engagement Leave

Professional Development Opportunities and Educational Assistance Program/Tuition Reimbursement

APPLY NOW

Interested candidates may apply at www.RoswellGov.com/Jobs.

Any questions may be directed to **Jairo Lerma, Employment Manager**, at jlerma@roswellgov.com.



The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.