



## City Council Meeting - Final

November 04, 2024  
7:00 PM

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C. ATH2024-181 Community Services Administrator



# City of Smyrna

## Issue Sheet

A Max Bacon  
City Hall  
2800 King Street  
Smyrna, GA 30080

File Number: ATH2024-181

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**Agenda Date:** 11/4/2024

**In Control:** City Council

**File Type:** Authorization

**Agenda Section:**  
Formal Business

**Department:** Administration

**Agenda Title:**  
This is a title change and new position that will be added to the pay grades.

***Citywide***

**ISSUE AND BACKGROUND:**

**RECOMMENDATION / REQUESTED ACTION:**

**City of Smyrna**  
**New Personnel Request FY 2025**

<b>Position Title</b>	<u>Community Services Administrator</u>	<b>Grade</b>	<u>MGMT 3</u>
<b>Dept/Division</b>	<u>Administration</u>	<b>Date of Hire</b>	<u></u>
<b>Year(s) Previously Requested</b>	<u>0</u>	<b># Requested</b>	<u>1</u>

**Background/ Reason for new position:**

This position replaces the Assistant City Administrator, same pay grade.

**Job Description**   ☒ Attached (if no existing documentation on file with Human Resources).

**Capital Outlay: Submit forms for new vehicle request or other expenditure over \$20,000.**

<u>Account #</u>	<u>Description</u>	<u>Amount</u>
<u></u>	<u>no change from current</u>	<u></u>
<u></u>	<u></u>	<u></u>
		<b>\$ -</b>

**Operation & Maintenance Expense: Add to budget submission as separate line item(s).**

<u>Account #</u>	<u>Description</u>	<u>Amount</u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
		<b>\$ -</b>

**Personnel Services Cost (HR)**

Annual Pay	<u>159,128</u>
FICA/Medicare	<u>12,173</u>
Overtime	<u>-</u>
Life Insurance	<u>342</u>
Health Insurance	<u>12,994</u>
STD/LTD	<u>434</u>
401 Match	<u>3,183</u>
DB Pension	<u>11,855</u>

TOTAL                      **200,108**

**Comments (HR)**



## Community Services Administrator Administration

### JOB SUMMARY

The purpose of this classification is to assist the Deputy City Administrator/City Administrator in directing and working with City departments to achieve established objectives and strategic plans and to fulfill the policy initiatives of the Mayor and City Council. This classification provides professional level administrative and management support to the Deputy City Administrator/City Administrator at the highest level of local government, serving as a direct liaison for the City Administrator and providing operational and strategic analysis in support of City programs and services. Work at this level is of a responsible, technical, or professional level relative to a supporting role in the management of the City; incumbents will be expected to work cooperatively with key City officials to plan and implement various programs and services. All authority and autonomy inherent in this classification is at the discretion of and delegated by the City Administrator.

### MAJOR DUTIES

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Assists the Deputy City Administrator and City Administrator in the management and review of activities and operations of the City; assists in directing, coordinating, and implementing the City's goals, objectives, and priorities; attends and participates in meetings and work sessions with the Mayor and City Council; assists in developing agenda items, background material, and presentations for the governing body; assists in goal setting, interdepartmental priorities, operations, and policies of the city departments by managing departmental liaison and leadership activities and procedures.
2. Analyzes, interprets, revises and provides staff direction on policies and procedures that improve program understanding, efficiency and effectiveness; assists department directors in revising specific policies and procedures; recommends and makes decisions regarding policy development and implementation; conducts operational research and productivity analysis in support of strategic and long-range planning for City operations; compiles and/or monitors various administrative and statistical data pertaining to operations.
3. Assists in planning, coordinating, and directing work relating to the preparation of annual budget; assists in identifying and recommending proper allocation of financial, material, and human resources for implementing long range projects/initiatives which support the goals and objectives of the City; monitors progress toward fiscal objectives and adjust plans as necessary to reach them.
4. Serves as a liaison between the Deputy City Administrator/City Administrator and various civic or governmental organizations and committees, task forces, boards, and commissions; provides guidance and direction to the executive management staff and the City Council; develops new approaches and methodologies to solve problems by analyzing and evaluating data or information; represents the Deputy City Administrator/City Administrator at various meetings, functions, and events; confers regularly with officials from the state, authorities, and commissions; provides information about city operations; participates in discussions and decisions; maintains positive relations with the media; performs duties within the board parameters defined by general organizational requirements and accepted practices; and keeps the Deputy City Administrator/City Administrator apprised of activities.
5. Plans, coordinates, directs and manages special projects for the City; serves as the project executive team lead on special projects by studying issues and implementing actions in a variety of policy areas; assists in defining the scope of the project; identifies and recommends proper allocation of financial, material, and human resources committed to the project; formulates solutions and resolves problems; facilitates implementation of the project; provides information and staff support for the Mayor and City Council to assist them in the governmental decision making and the development of policy initiatives; monitors and reports internally on project status as assigned.
6. Represents the Deputy City Administrator/City Administrator by attending community functions, meetings, and related activities in his/her absence; represents the City with outside agencies; serves as the Acting City



Administrator in the absence of the Deputy City Administrator and City Administrator; meets and corresponds with various citizens, professional, business and other groups to answer questions and secure their help in carrying out various programs; prepares and presents staff reports and other necessary correspondence and provides staff support to assigned boards and commissions; represents City Administrator at City Council meetings and work sessions in the absence of the Deputy City Administrator and City Administrator.

7. Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends, and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops, and training sessions as appropriate.
8. Prepares, completes, receives, and processes various forms, reports, correspondence, and other documents; reviews, completes, processes, forwards or retains as appropriate.
9. Operates a personal computer and other general office equipment as necessary to complete essential functions, including the use of word processing, spreadsheet, database, or other system software.
10. Serves as an interim department director as needed by leading and supervising daily operations.
11. Manages departments as assigned by the Deputy City Administrator and/or City Administrator.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

1. Knowledge of local, state, and federal government processes and best practices.
2. Knowledge of City of Smyrna Code of Ordinances.
3. Knowledge of budget processes.
4. Skill in leading, motivating, and directing senior level staff and volunteers.
5. Skill in working with an elected body.
6. Skill in written and oral communication.
7. Skill in public speaking.
8. Skill in thinking strategically.
9. Skill in reviewing, analyzing, understanding, and communicating the effect of public policies and legislation.
10. Skill in effectively managing multiple projects and deadlines.
11. Skill in project management.

#### **SUPERVISORY CONTROLS**

The Deputy City Administrator and City Administrator assign work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

#### **GUIDELINES**

Guidelines include city policies and procedures, the city charter, city ordinances, and state and federal laws. These guidelines require judgment, selection, and interpretation in application.

#### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied administrative duties. Having to deal with different people and priorities contributes to the complexity of the position.
- The purpose of this position is to assist the Deputy City Administrator and City Administrator in the management, supervision, and review of activities and operations. Success in this position contributes to the efficiency and effectiveness of a variety of city functions.

#### **CONTACTS**

- Contacts are typically with the Deputy City Administrator, City Administrator, the City Attorney, the administration staff, the Mayor and City Council, department heads, members of community organizations, elected officials, and the public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**



- The work is typically performed while sitting at a desk or table. Tasks may involve extended periods of time at a keyboard or workstation.
- The work is typically performed in an office.
- Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Some tasks require the ability to perceive and discriminate sounds, visual cues, or signals.
- Some tasks require the ability to communicate orally.
- Essential functions are regularly performed without exposure to adverse environmental conditions; however, some field work with exposure to minor environment conditions may be a function of assignment.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over assigned personnel within an area, department, or unit. Direct supervision typically involves the ability to manage schedules, performance, and the interpersonal issues of other employees. It may involve the ability to recommend changes to work priorities or strategies within an area, department, or unit.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Public / Business Administration or a closely related field;
- Supplemented by five (5) years of progressively responsible professional or management experience in local government operations and/or training that includes any combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain a valid, Georgia driver's license.
- May be required to obtain and maintain applicable technical certifications.

**City of Smyrna**  
**Postion/Grade by Grade**  
**July 1, 2024**

Grade	Minimum	Mid-Point	Maximum	FLSA	Position Title	EEO
FD - 1	\$49,443	\$63,040	\$76,637	N	Firefighter Uncertified	4a
FD - 2	\$53,337	\$68,005	\$82,673	N	Firefighter I	4a
FD - 3	\$57,505	\$73,319	\$89,133	N	Firefighter II	4a
				N	Firefighter II - Support Services Coordinator	
FD - 4	\$62,187	\$79,289	\$96,390	N	Fire Engineer	4a
FD - 5	\$66,903	\$85,302	\$103,700	N	Fire Lieutenant - Emergency Management Specialist	4a
				N	<b>Fire Lieutenant – Training</b>	4a
				N	Fire Lieutenant – Prevention	4a
				N	Fire Lieutenant	4a
FD - 6	\$76,473	\$97,503	\$118,533	N	Fire Captain - Deputy Fire Marshal	4a
				N	Fire Captain	4a
				N	<b>Fire Captain – EMS Director</b>	4a
FD - 7	\$86,042	\$109,704	\$133,365	E	<b>Fire Division Chief – Training</b>	4a
				E	Fire Battalion Chief	4a
FD - 8	\$98,292	\$125,323	\$152,353	E	Deputy Fire Chief Emergency Services & Deputy Emergency Management Director	4a
				E	Deputy Fire Chief Administrative Services & Fire Marshal	4a
FD - 9	\$112,551	\$143,502	\$174,454	E	Fire Chief & Director of Emergency Management	4a
PD - 1	\$49,443	\$63,040	\$76,637	N	Police Officer (Uncertified)	5a
PD - 2	\$53,337	\$68,005	\$82,673	N	Police Officer	5a
				N	Warrant Officer	5a
PD - 3	\$58,819	\$74,994	\$91,169	N	Senior Park Ranger	5a
				N	Master Patrol Officer	5a
PD - 4	\$65,036	\$82,921	\$100,806	N	Police Sergeant	5a
PD - 5	\$75,682	\$96,495	\$117,307	N	Police Lieutenant	5a
PD - 6	\$90,622	\$115,543	\$140,464	E	Police Major	5a
				E	Police Major	5a
PD - 7	\$100,136	\$127,673	\$155,211	E	Deputy Chief of Police	5a
PD - 8	\$114,388	\$145,845	\$177,302	E	Chief of Police	5a
GOVT - 1	\$ 34,348	\$ 43,793	\$ 53,239	N	Bailiff	3
	\$ 16.51	\$ 21.05	\$ 25.60	N	Community Services Worker	13
				N	Customer Service Receptionist	2
				N	Jail Cook	6
				N	Library Aide	22
				N	Lifeguard	15
				N	Open Gym Attendant	15
				N	Program Assistant (Environmental Services)	13
				N	Recycling Center Attendant	13
				N	Sanitation Worker	13
				N	Streets Maintenance Worker	7
				N	Warehouse Attendant	23
GOVT - 2	\$36,323	\$46,312	\$56,301	N	Administrative Clerk	2
	\$ 17.46	\$ 22.27	\$ 27.07	N	Community Center Attendant	15
				N	Facilities Maintenance Technician I	15
				N	Head Lifeguard - Wolfe Center Therapy Pool	15
				N	Lead Jail Cook	6
				N	Library Clerk	22
				N	Maintenance Technician I	23
				N	Municipal Court Clerk	3

**City of Smyrna**  
**Postion/Grade by Grade**  
**July 1, 2024**

Grade	Minimum	Mid-Point	Maximum	FLSA	Position Title	EEO
GOVT - 2	\$36,323	\$46,312	\$56,301	N	Parks Maintenance Technician I	15
	cont \$ 17.46	\$ 22.27	\$ 27.07	N	Water & Sewer Maintenance Technician I	14
GOVT - 3	\$ 38,299	\$ 48,832	\$ 59,364	N	Utility Customer Service Representative	1
	\$ 18.41	\$ 23.48	\$ 28.54	N	Utility Services Meter Technician	18
GOVT - 4	\$40,275	\$51,351	\$62,426	N	Administrative Assistant	16
	\$ 19.36	\$ 24.69	\$ 30.01	N	Equipment Operator I	7
				N	Facilities Maintenance Technician II	15
				N	Maintenance Technician II	23
				N	Parks Maintenance Technician II	15
				N	Police Quartermaster	5b
				N	Records Assistant	5b
				N	Sanitation Truck Driver	13
				N	Streets Crew Leader	7
				N	Traffic Signal Technician Trainee	7
				N	Utility Meter Maintenance Technician	18
				N	Water & Sewer Crew Leader	14
				N	Water & Sewer Equipment Operator I	14
GOVT - 5	\$ 42,251	\$ 53,870	\$ 65,489	N	Communications Officer I	5b
	\$ 20.31	\$ 25.90	\$ 31.49	N	Equipment Operator II	7
				N	Fire Hydrant Inspector	23
				N	Utilities Locator	18
				N	Utility Customer Service Representative II	1
GOVT - 6	\$44,227	\$56,389	\$68,551	N	Administrative Coordinator	2
	\$ 21.26	\$ 27.11	\$ 32.96	N	Business License Coordinator	16
				N	Facilities Maintenance Technician III	15
				N	Human Resources & Risk Management Technician	2
				N	Library Associate - Adult Services	22
				N	Library Associate - Technical Services	22
				N	Library Associate - Youth Services	22
				N	Maintenance Technician III	23
				N	Mechanic I	23
				N	Municipal Court Clerk, Sr.	3
				N	Parks Maintenance Technician III	15
				N	Property & Evidence Custodian	5b
				N	Purchasing & Records Technician	1
				N	Sanitation Equipment Operator III	13
				N	Streets Field Operations Foreman (EOIII)	7
				N	Traffic Signal Technician	7
GOVT - 7	\$ 46,698	\$ 59,540	\$ 72,382	N	City Marshal - Code Enforcement Officer	23
	\$ 22.45	\$ 28.63	\$ 34.80	N	Stormwater Inspector	23
				N	Detention Officer I	6
				N	Communications Officer II	5b
				N	Sanitation Truck Driver Foreman	13
				N	Water & Sewer Field Operations Foreman (EOIII)	14
				N	Water & Sewer Jet Truck Operator	14
				N	Mechanic II	23
GOVT - 8	\$49,170	\$62,691	\$76,213	N	Accounts Payable Coordinator	1
	\$ 23.64	\$ 30.14	\$ 36.64	E	Community Center Event Coordinator	15
				N	Community Relations Coordinator	23



**City of Smyrna**  
**Postion/Grade by Grade**  
**July 1, 2024**

Grade	Minimum	Mid-Point	Maximum	FLSA	Position Title	EEO
GOVT - 8 cont	\$49,170	\$62,691	\$76,213	N	Deputy City Clerk	2
	\$ 23.64	\$ 30.14	\$ 36.64	N	Detention Officer II	6
				N	Economic Development Coordinator	23
				N	GCIC Coordinator	5b
				E	Historic Parks & Recreation Facilities Event Coordinator	15
				N	Keep Smyrna Beautiful Coordinator	13
				N	Mechanic III	23
				N	Open Records Coordinator	5b
				N	Property Tax Coordinator	1
				N	Recreation Program Coordinator	15
				N	Recycling Center Coordinator	13
				N	SPD Administrative Coordinator	2
				N	Utility Billing Coordinator	1
				N	Utility Meter Coordinator	18
GOVT - 9	\$ 51,641	\$ 65,842	\$ 80,043	E	Benefits Specialist	2
	\$ 24.83	\$ 31.65	\$ 38.48	N	Building Inspector	23
				E	Chief Probation Officer	6
				E	Circulation Supervisor	22
				N	City Arborist	16
				N	Communications Supervisor	5b
				N	Criminal Intelligence Analyst	5b
				N	Environmental & Erosion Inspector	7
				E	HRIS & Payroll Specialist	2
				N	Information Systems Specialist	1
				N	Jail Sergeant	6
				N	Parks Maintenance Supervisor	15
				N	Permit Specialist	16
				E	Police Records Supervisor	5b
				N	Sanitation Supervisor	13
				N	Streets Supervisor	7
				E	Tax & Accounts Payable Supervisor	1
				E	Warehouse Supervisor	23
				E	Young Adult Librarian	22
GOVT - 10	\$56,751	\$72,358	\$87,964	E	Adult Services Librarian	22
	\$ 27.28	\$ 34.79	\$ 42.29	E	Court Services Coordinator	3
				N	Executive Assistant	2
				N	Fleet Maintenance Supervisor	23
				E	Planner I	16
				E	Engineering Plans Reviewer	
				E	Utility Services Supervisor	18
				N	Water & Sewer Supervisor	14
				E	Web Administrator	1
				E	Youth Services Librarian	22
GOVT - 11	\$ 61,862	\$ 78,874	\$ 95,886	E	Budget Officer	1
	\$ 29.74	\$ 37.92	\$ 46.10	E	Building & Grounds Manager	23
				N	Certification Manager	5b
				E	E-911 Manager	5b
				E	GIS Manager	1
				E	Museum Manager	23
				E	Planner II	16
				E	Technical Services Librarian	22

**City of Smyrna**  
**Postion/Grade by Grade**  
**July 1, 2024**

Grade	Minimum	Mid-Point	Maximum	FLSA	Position Title	EEO
GOVT - 12	\$ 66,972 \$ 32.20	\$ 85,389 41.05	\$ 103,807 49.91	E	Athletics & Aquatics Manager	15
				E	Facilities Manager	15
				E	Network and Server Engineer	1
				N	Public Safety Systems Administrator	5b
				E	Purchasing Manager	1
				E	Recreation Services Manager	15
				E	Special Projects Manager	2
				E	System Administrator	1
				E	Parks Maintenance Manager	15
				E	Sanitation Manager	13
				E	Streets Manager	7
				E	Water Sewer Field Operations Manager	14
GOVT - 13	\$ 70,211 \$ 33.76	\$ 89,519 43.04	\$ 108,827 52.32	E	Chief Building Official	16
				E	Controller	1
				E	Fleet Manager	23
				E	Human Resources Manager	2
				E	Jail Administrator	6
GOVT - 14	\$ 79,110 \$ 38.03	\$ 100,865 48.49	\$ 122,620 58.95	E	Assistant City Engineer	7
				E	Assistant Director, Community Development	16
				E	Assistant Director, Information Technology	1
				E	Assistant Director, Water, Sewer & Utility Services	7
GOVT - 15	\$ 85,439 \$ 41.08	\$ 109,362 52.58	\$ 133,421 64.14	E	Deputy Director, Public Works	7
MGMT - 1	\$ 87,771	\$ 111,908	\$ 136,045	E	City Clerk	2
				E	City Engineer	7
				E	Community Relations Director	23
				E	Economic Development Director	23
				E	Environmental Services Director	13
				E	Library Director	22
				E	Municipal Court Administrator	3
MGMT - 2	\$ 101,849	\$ 129,858	\$ 157,867	E	Community Development Director	16
				E	Finance Director (inactive)	1
				E	Human Resources & Risk Management Director	2
				E	Information Technology Director	1
				E	Parks & Recreation Director	15
				E	Public Works Director	7
				E	Water, Sewer, & Utility Services Director	7
MGMT - 3	\$ 112,026	\$ 142,834	\$ 173,641	E	Community Services Administrator	1
Denotes Safety Sensitive						
EEO Code	Definition			EEO Code	Definition	
1	Financial administration			13	Solid waste management	
2	Central administration			14	Sewerage	
3	Judicial & legal			15	Parks & Recreation	
4	Fire Protection			16	Housing & community development	
	4a Firefighters					
	4b other fire protection employees					
5	Police Protection			18	Water supply system	
	5a Persons with powers of arrest					
	5b other police protection employees					
6	Corrections			22	Libraries	
7	Streets & Highways			23	All others	