

To: Members
Dunwoody City Council

From: J. Jay Vinicki
Assistant City Manager

Re: Municipal Services Contract Re-Bid

Date: August 11, 2025

Action

Authorize the Mayor, City Manager, or designee to execute all documents necessary and proper pending legal review to contract with Lowe Engineers LLC and NOVA Engineering and Environmental LLC to provide municipal services starting January 1, 2026, and to approve an amendment to the City's compensation chart reflecting contracted positions to become City employee positions in conjunction with the rebid affective upon passage.

Staff recommendation is for approval of the two municipal services contracts and to adopt the amended City compensation chart as outlined below and attached to this item.

Summary

When Dunwoody was incorporated, most non-public safety services were provided using five-year contracts with multiple vendors. Every five years, the City reviews those services and rebids them. Contracts are also amended as needed on an ongoing basis. In this year's process:

- As explained in detail below, apples to apples comparisons will be complicated, but the proxy for year over year change (including renewed contracts and new city positions) is an increase of \$649,194 or 13.4%. Given that the current contracts were bid during the beginning of COVID a high number was expected for 2026, but this number is below the 16.5% that had been projected.
- Twelve previously contracted positions are recommended to be converted to City positions.
- Twenty contracted full-time equivalent positions, five fractional positions, and two part-time positions will be provided by two vendors:
 - Lowe Engineers LLC was selected to provide both Parks (FY26 cost not to exceed \$938,358.00 for seven full-time equivalent and two part-time positions) and Public Works (FY26 costs not to exceed \$1,499,228.16 for five full-time positions and five fractional positions) services.

- NOVA Engineering and Environmental was selected to provide Community Development services (FY26 cost not to exceed \$1,126,900.00 for eight full-time equivalent positions.)
- For the duration of this contract, costs will be indexed to the Consumer Price Index for the Atlanta area on an annual basis.
- All prices from private contractors reflect employee benefits, required equipment, overhead, and related items for the firm providing the services.
- The bids received per area are below. As a note, one company bid on Parks, Administration, and Community Development; and one company bid on Parks and Public Works. Also, one additional bidder not included below was considered non-responsive to the request for proposal.
 - Parks (2)
 - Public Works (1)
 - Community Development (2)
 - Administration (2)
- As the current contracting arrangement winds down, there may be a need to start a new city position earlier. This will happen when contracted positions or services leave and it would better for the City to fill with a position now, rather than fill it with a temporary individual. City staff will only do this within existing funding of the current year's budget. In essence, the contracts budget will be used to fill the position earlier.
- The proposed City budget is being developed during this same time and will included the recommendation in this item, though may be amended during the budget process should the item be changed.

Details

Each time the five-year rebid occurs, staff reviews existing contracts for potential changes, including positions that may be more cost effective and/or beneficial to the City to convert to City positions. That action occurred earlier this year and the City Council was briefed on those changes at the 2025 retreat. Some points referenced at the retreat:

- The last rebid occurred in March 2020. City staff knew all bids at that time were proposed conservatively by the vendors, which over the years has been beneficial to the City. It also meant that much higher costs were expected for 2026.
- This timing of the 2020 bids makes a comparison of 2025 costs versus 2026 costs problematic to state without caveats. "Apples to apples" comparisons are done whenever possible.
- All FY26 estimates for any City position shown here include a mid-point salary, average level employee benefits, and associated operating costs. This applies to all departments reviewed in this memo.
- Going forward, only three departments will now be part of the quinquennial procurement process: Community Development, Parks, and Public Works. One

area (Administration) was bid out, but it is now recommended to convert those two positions to City positions based upon the received bids.

- Only four vendors were found responsive to the original four areas. Three of the four areas had only two bids and one area had only one bidder.

Community Development

FY26: Four contracted positions converted to City positions, eight positions contracted, no revenue sharing.

Vendor: NOVA Engineering and Environmental.

The Community Development contract had the most change from the 2020 contract to the 2025 contract. Primary points are as follows:

- The current contractor for this area subcontracts portions of the function to another vendor. Both of these contractors submitted their own bid for FY26. The previous subcontractor, NOVA Engineering and Environmental, will now be the prime.
- Four positions (City Engineer, Building Official, Senior Planner, and Planner) are being converted to City positions at a FY26 cost of \$656,452.
- Eight positions (Site Inspector, Arborist, Building Inspector, two Permit Technicians, Code Enforcement Manager, and two Code Enforcement Officers) are being contracted at a FY26 cost of \$1,126,900 for a total cost of \$1,783,352 for the Community Development Department.
- The revenue sharing agreement was not permitted as an option to firms bidding on this service area. City staff reviewed this in detail and determined the volatility year over year with permit amounts caused issues with appropriate staffing levels provided by vendors.
- In essence, the FY25 costs will be about \$1,200,000 in revenue sharing and \$431,618 in direct billed contracted costs for a total of \$1,631,618. The projected FY26 cost will be \$1,783,352 (\$151,734 or 9.3% higher than FY25).

Finance and Administration

FY26: Five contracted positions converted to City positions, no remaining contracted positions.

Vendor: N/A.

Originally, the rebid converted three Finance positions to City positions (Risk Manager, Purchasing Manager, and Business License Specialist). These were the remaining three Finance positions under this contract. The two administrative positions (Administrative Assistant I and Executive Assistant to the City Manager) were bid to see what would be submitted in this economic climate.

During the scoring phase of the bid process, staff recommended that these remaining two administrative positions be converted to City positions to enhance the

ability to recruit and retain qualified candidates. All five Finance and Administration positions are recommended to be converted to City positions at an estimated cost in FY26 of \$664,375. The estimated FY25 cost is \$645,831, an increase of 2.9%.

Parks and Recreation

*FY26: Seven full-time contracted positions, two part-time contracted positions.
Vendor: Lowe Engineers.*

The Parks and Recreation Department contract consists of seven full-time equivalent positions (Recreation Manager, Operations Manager, two Recreation Coordinators, Grounds Coordinator, Facilities Coordinator, Facilities Associate) and two part time positions (Recreation Leaders). The contract was bid exactly as it stands currently. Two firms bid on the area and Lowe Engineers was selected at a not to exceed cost in FY26 of \$938,358, an increase of \$117,462 (14.3%) above the estimated FY25 cost. No positions will be converted to City positions at this time.

Public Works

*FY26: Five full-time contracted positions, five fractional contracted positions. One new contracted position, 0.50 Utility Coordinator included in the five fractional.
Vendor: Lowe Engineers.*

Public Works rebid five full-time positions, four fractional positions, and added a 0.50 Utility Coordinator. Only one firm bid on the contract.

- The two new City positions (Capital Projects Manager, Administrative Assistant II) will be budgeted at \$289,118 in FY26.
- The existing five contracted positions (Stormwater Manager, Stormwater Compliance, Operations and Maintenance Supervisor, Construction Projects Manager, and Construction Engineer) and five fractional positions (0.25 Stormwater Engineer, 0.50 Traffic Engineer, 0.50 Construction Manager, 0.50 Utility Coordinator and 0.50 Stormwater Capital Project Manager) cost in FY26 will be \$1,499,228 with \$93,638 of that cost being a new 0.50 FTE Utility Coordinator.
- Please note that, at least, \$486,934 of these costs will be covered by the City's Stormwater Utility, not the General Fund. Also, on a project-by-project basis some of the remaining cost will be covered within SPLOST of Capital Project funding.
- The estimated year-over-year cost increase is \$256,976 or 17.9%, not including the new Utility Coordinator.

Technology

*FY26: One GIS Manager position converted to City position; one GIS services contract.
Vendor: N/A, to be bid out later.*

During the five-year run of the contract for the services in Technology, all positions except Geographical Information Services (GIS) were converted to City positions before the re-bidding process. At the 2025 City Council retreat, it was recommended that the previous 0.20 GIS Manager and 2.00 full-time equivalent GIS staff be reconfigured as follows:

- One full-time equivalent GIS Manager would be brought in house at a FY26 cost of \$207,411.
- A GIS services contract will be re-bid during FY25 instead of having two additional positions via municipal contract. That estimated cost for FY26 will be \$108,000. Please note that this contract will be brought later to the City Council and the figure is currently a pre-bid estimate.
- The current FY25 estimated cost is \$303,572 compared to the FY26 estimated cost of \$315,411 or 3.9% increase.

Adoption of Compensation Chart

Section 3.14 of the City's Charter requires City Council approval of the Compensation Chart as presented by the City Manager. It is included in this agenda item for approval with the new positions as shown below.

- Community Development
 - City Engineer
 - Building Official
 - Senior Planner
 - Planner
- Finance
 - Purchasing Manager
 - Risk Manager
 - Business License Specialist
- Administration
 - Executive Assistant to the City Manager
 - Administrative Assistant I
- Technology
 - Geographic Information Specialist (GIS) Manager
- Public Works
 - Capital Projects Manager
 - Administrative Assistant II (also assists with Parks and Recreation)



City of
Dunwoody
Georgia

Municipal Services Contracts

August 11 2025

Background

- Like all new municipalities, the City of Dunwoody started incorporation with most non-public safety positions filled through private contracted services.
- These contracted services are formally re-bid every five years but also amended and changed in the in-between years.
- All current major municipal service contracts expire at the end of 2025 and rebidding took place during this summer.

Background

- Financial analysis is one criteria in determining bringing a position in-house, but operations and management is the more significant driver when the estimates are close.
- In this re-bid, there is an issue doing an “apples to apples” comparison. The current contracts were assembled during the initial months of COVID and firms were more eager to lock into a contract at lower prices.
- Staff has always assumed the year over year change into 2026 would be higher than current inflationary factors. Also, no more than two vendors bid on any one area and one area had only one bid.

In-House Positions

- At the Council Retreat in March, it was presented that ten currently contracted positions were reviewed and would not be part of the re-bid process.
- Those positions will be brought in as city positions.
- During the bid reviews, it was determined that the two administrative positions would be better if brought in house and will be proposed with the other ten.

Area	Position
ComDev	City Engineer
ComDev	Building Official
ComDev	Senior Planner
ComDev	Planner
Fin	Purchasing Manager
Fin	Risk Manager
Fin	Business License Specialist
PubWks	Capital Projects Manager
PubWks	Administrative Assistant II
Technology	GIS Manager
Admin	Executive Assistant to City Manager
Admin	Administrative Assistant I

Review of Bids: Community Development

- Current estimated contracted cost for FY25 is \$1,631,618. This includes estimated revenue sharing which will not happen in FY26.
- Two bids were received.
- Recommended Firm: NOVA at a not to exceed cost of \$1,126,900 for eight full-time positions.
- In- House Positions starting January 1, 2026:
 - City Engineer (Grade 114); Building Official (Grade 112); Senior Planner (Grade 108); Planner (Grade 105). Est Costs: \$656,452.
- Year over year change: \$151,734 or 9.3%.



Review of Bids: Finance / Administration

- Current estimated contracted cost for FY25 is \$645,831. All five positions are recommended to be brought in-house.
- Two bids were received for the two administrative positions.
- In- House Positions starting January 1, 2026:
 - Risk Manager (Grade 110); Purchasing Manager (Grade 110); Executive Assistant to the City Manager (Grade 108); Business License Specialist (Grade 104); Administrative Assistant I (Grade 103)
 - Estimated FY26 costs is \$664,375 or a \$18,544 (2.9%) increase



Review of Bids: Parks

- Current estimated contracted cost for FY25 is \$820,896. All current full-time (7) and partial (2) contracted positions were re-bid. Two bids were received.
- Recommended Firm: Lowe at a not to exceed cost of \$938,358 for the seven full-time positions.
- Year over year change: 14.3% or \$117,462.



Review of Bids: Public Works

- Five current full-time and five fractional contracted positions were re-bid. Two positions will be brought in house. Only one bid was received. One fractional position is new: Utility Coordinator.
- Current estimated cost for FY25 is \$1,100,380.
- Recommended Firm: Lowe at a not to exceed cost of \$1,499,228 for the five current full-time positions and five partial contract positions. Adjusting for Utility Location, the increase is \$256,976.
- In- House Positions starting January 1, 2026:
 - Capital Projects Manager (Grade 112); Administrative Assistant II (Grade 104)
 - Overall department change: \$256,976 or 17.9%



Review of Bids: Technology

- Current estimated contracted cost for FY25 is \$303,572.
- In- House Positions starting January 1, 2026:
 - GIS Manager (Grade 104); est full cost in FY26 is \$207,411
- Currently, there is 0.20 of a Manager and 2.00 FTE GIS Staffers. Later this year, a GIS Services contract will be bid out to replace the services currently provided. It is estimated to cost \$108,000. It will not be done as an FTE Contract.
- Year over year change is estimated to be: \$11,839 or 3.9% (\$315,411 from \$303,572).





City of
Dunwoody
Georgia

PROPOSED COMPENSATION CHART

Grade	Department	Title	Fulltime	Salary Minimum	Salary Midpoint	Salary Maximum
101	Police	Prisoner Transport Officer	2	\$39,260	\$51,037	\$62,815
103	City Manager	Administrative Assistant I	1	\$45,793	\$59,530	\$73,267
104	Public Works	Administrative Assistant II	1	\$49,456	\$64,294	\$79,130
104	Finance	Business License Specialist	2	\$49,456	\$64,294	\$79,130
104	Police	Fleet Maintenance Coordinator	1	\$49,456	\$64,294	\$79,130
104	Police	Police Service Representative	6	\$49,456	\$64,294	\$79,130
104	Police	Public Safety Ambassador	4	\$49,456	\$64,294	\$79,130
104	City Clerk	Records Clerk	1	\$49,456	\$64,294	\$79,130
105	Municipal Court	Deputy Municipal Court Clerk	3	\$53,414	\$69,438	\$85,461
105	Community Development	Planner	1	\$53,414	\$69,438	\$85,461
105	Police	Property and Evidence Technician	2	\$53,414	\$69,438	\$85,461
105	Technology	Technology Support Specialist	1	\$53,414	\$69,438	\$85,461
106	Police	Crime and Intelligence Analyst	1	\$57,687	\$74,993	\$92,299
106	Police	Crime Scene Technician	1	\$57,687	\$74,993	\$92,299
106	Finance	Financial Analyst	2	\$57,687	\$74,993	\$92,299
107	Police	Detective	11	\$62,301	\$80,992	\$99,682
107	Police	Executive Assistant	1	\$62,301	\$80,992	\$99,682
107	Police	Police Officer	37	\$62,301	\$80,992	\$99,682
108	City Clerk	Deputy City Clerk	1	\$67,285	\$87,471	\$107,657
108	City Manager	Executive Assistant to the City Manager	1	\$67,285	\$87,471	\$107,657
108	Human Resources	Human Resources Generalist	1	\$67,285	\$87,471	\$107,657
108	Community Development	Senior Planner	1	\$67,285	\$87,471	\$107,657
108	Finance	Revenue Accountant	1	\$67,285	\$87,471	\$107,657
108	Technology	Systems Administrator	2	\$67,285	\$87,471	\$107,657
109	Police	Records Supervisor	1	\$72,668	\$94,469	\$116,270
110	Economic Development	Business Retention and Cultural Development Manager	1	\$79,936	\$103,915	\$127,896
110	Technology	Lead Systems Engineer	1	\$79,936	\$103,915	\$127,896
110	Finance	Purchasing Manager	1	\$79,936	\$103,915	\$127,896
110	Finance	Risk Manager	1	\$79,936	\$103,915	\$127,896
110	Police	Sergeant	12	\$79,936	\$103,915	\$127,896
111	Finance and Administration	Accounting Manager	1	\$86,330	\$112,229	\$138,128
111	Communications	Communications Manager	1	\$86,330	\$112,229	\$138,128
112	Community Development	Building Official	1	\$93,236	\$121,209	\$149,179
112	Public Works	Capital Projects Manager	1	\$93,236	\$121,209	\$149,179
112	Human Resources	Human Resources Manager	1	\$93,236	\$121,209	\$149,179
112	Police	Lieutenant	4	\$93,236	\$121,209	\$149,179
112	Municipal Court	Municipal Court Clerk	1	\$93,236	\$121,209	\$149,179
114	City Clerk	City Clerk	1	\$110,766	\$143,996	\$177,226
114	Community Development	City Engineer	1	\$110,766	\$143,996	\$177,226
114	Community Development	Deputy Community Development Director	1	\$110,766	\$143,996	\$177,226
114	Technology	GIS Manager	1	\$110,766	\$143,996	\$177,226
114	Technology	Technology Manager	1	\$110,766	\$143,996	\$177,226
115	Finance	Assistant Finance Director	1	\$119,628	\$155,516	\$191,405
115	Police	Major	2	\$119,628	\$155,516	\$191,405
116	Communications	Communications Director	1	\$129,198	\$167,957	\$206,718

PROPOSED COMPENSATION CHART

Grade	Department	Title	Fulltime	Salary Minimum	Salary Midpoint	Salary Maximum
116	Community Development	Community Development Director	1	\$129,198	\$167,957	\$206,718
116	Police	Deputy Chief	1	\$129,198	\$167,957	\$206,718
116	Public Works	Deputy Public Works Director	1	\$129,198	\$167,957	\$206,718
116	Economic Development	Economic Development Director	1	\$129,198	\$167,957	\$206,718
116	Parks and Recreation	Parks and Recreation Director	1	\$129,198	\$167,957	\$206,718
117	Public Works	Public Works Director	1	\$139,535	\$181,395	\$223,254
118	Finance and Administration	Finance Director	1	\$150,698	\$195,907	\$241,115
118	Human Resources	Human Resources Director	1	\$150,698	\$195,907	\$241,115
118	Police	Police Chief	1	\$150,698	\$195,907	\$241,115
118	Technology	Technology Director	1	\$150,698	\$195,907	\$241,115
119	City Manager	Assistant City Manager	1	\$162,753	\$211,579	\$260,405
	City Manager	City Manager	1	Set by Council	Set by Council	Set by Council
	General Government	City Council	6 (Elected)	Set by Charter	Set by Charter	Set by Charter
	General Government	Mayor	1 (Elected)	Set by Charter	Set by Charter	Set by Charter



TITLE: Geographic Information Systems (GIS) Manager

DEPARTMENT: Technology

FLSA STATUS: Exempt

JOB SUMMARY:

The Geographic Information System (GIS) Manager is responsible for oversight of all aspects of the City's GIS technologies, operations, projects, and spatial application support. Additional responsibilities include: oversight of the architecture, design, administration, data development, maintenance, implementation, project management, training, and support of GIS technologies, products, and services in support of City operations and initiatives; and serving as the primary subject matter expert and point of escalation for GIS. Work is performed under the general supervision of the Technology Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organizes, instructs, and participates in the development, management, maintenance, and utilization of the City's GIS program.
- Oversees management and publication of data, products, and services within the City's ArcGIS Enterprise and ArcGIS Online.
- Provides supervision to the GIS Analyst position; acts as the escalation point for technical support requests and incidents.
- Designs, develops, coordinates, implements, and maintains a centralized GIS system that accommodates and optimizes use by all departments, City staff, and citizens; creates and integrates new database sources into the centralized GIS system.
- Attends regular status meetings with departments and management, as needed.
- Maintains a GIS ticket queue to document and provide prioritized support for issues and requests.
- Improves work processes by creating and improving spatial data collections and GIS technology.
- Coordinates the collection and maintenance of spatial layers in support of critical enterprise business applications.
- Coordinates and performs ad hoc map creation for stakeholders and special projects.
- Oversees the maintenance of GIS spatial data level security to ensure proper rights and permissions are in place to maintain productivity. Maintains and regularly audits access to provide integrity and security for all datasets and processes.
- Maintains up-to-date knowledge of industry trends and best practices for GIS applications and participates in local, regional, and state groups focused on GIS; interacts with other local, state and federal agencies effectively in promoting the use of City GIS data, interoperability of data and collaboration of efforts.
- Creates visual representations of geospatial data applying complex procedures such as analytical modeling and/or three-dimensional renderings to effectively communicate data and analysis results.
- Performs database administration and maintains GIS infrastructure, architecture, upgrades, patching and versioning of all GIS systems, web servers, and databases; works with the Systems Administrators to ensure backups and business continuity of all GIS systems.
- Provides support to the City's Emergency Operations Center in terms of mapping; assists in planning for emergency management by providing training for mapping and analysis to aid in situational awareness during the course of events and critical incidents.
- Consults with department directors and designated staff from all City departments regarding departmental GIS projects and requirements.



- Prepares and presents clear and well-organized written and oral reports to City Council, City administration and other groups, as required.
- Participates in the development and testing of an appropriate disaster recovery plan.
- Performs occasional quality assurance checks to ensure proper service is provided by assigned staff in the resolution of GIS ticket requests.
- Assists the Technology Director to ensure departmental compliance with all applicable rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Assists the Technology Director in preparing the annual goals, strategic plan, and budget for GIS technologies and activities.
- Assists in preparation of Request For Proposal ("RFP"), as required; assists in evaluation of vendor proposal responses to RFPs.
- Provides GIS support, training, leadership, and information to system users, staff members and elected officials regarding operation of GIS Systems, procedures, problems, and related issues; troubleshoots and resolves problems.
- Communicates with the Technology Director, City Manager, City staff, the public, vendors, and other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems; responds to requests for service or assistance.
- Reviews and analyzes the effectiveness and efficiency of existing GIS systems and develops strategies for improving or further leveraging these systems.
- Briefs management as needed on issues of concern to ensure proper action.
- Attends City Council meetings and official City functions, as needed in an official capacity.
- Participates in annual (at minimum, based on budget allowance) GIS training as it relates to the position.
- Performs other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

- May be required to attend meetings outside normal business hours
- May be required to drive to alternate City sites and meeting locations
- Manages confidential information as required
- Attends seminars and workshops related to the GIS Manager's duties and responsibilities

MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) Bachelor's degree in GIS, geography, civil engineering, government/political science, planning, computer science, or a related field from an accredited college or university.
- b) Five (5) years of progressively responsible experience in GIS, preferably in a public sector environment.



- c) Prefer professional GIS Certification or the experience equivalent (ex. GISP, ESRI Technical Certifications, PMP, etc.).
- d) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

- a) Knowledge of modern office practices, equipment, methods and procedures
- b) Knowledge of data and application development, programming and automation tools and frameworks, and deployment methodologies
- c) Expertise in Esri ArcGIS Enterprise and Online mapping software products
- d) Expertise in practices and standards required for maintaining GIS data for other departmental work order and asset management software, including 911 Dispatch, Community Development, Public Works, and Parks and Recreation
- e) Advanced knowledge of GIS concepts with demonstrated experience in applying concepts and subject matter to real-world solutions
- f) Skill in SQL, Python, Esri Arcade or other programming languages and its usage to create and modify data sources
- g) Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, and business and community leaders
- h) Skill in managing competing priorities on multiple projects and meeting deadlines
- i) Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines and telephones
- j) Ability to plan, organize and direct the work of staff and contractors
- k) Ability to pay attention to details in personal work output and that of other assigned staff and contractors
- l) Ability to communicate clearly and effectively, verbally and in writing, including engaging in complex communications
- m) Ability to identify and respond to community and City Council issues, concerns and needs
- n) Ability to deal tactfully, diplomatically and courteously with employees and the general public
- o) Ability to effectively work in an environment and conditions that involve high levels of public contact, irregular work hours, and working closely with others
- p) Ability to manage stressful situations
- q) Ability to make sound decisions, use good judgment, reason and analyze
- r) Ability to maintain strict confidentiality
- s) Highly skilled and expert proficiency level of diagnostic capabilities; ability to use excellent judgement to escalate service or project issues resolution in a timely and effective manner; ability to match resources to technical issues appropriately
- t) Ability to use a personal computer and computer software applications in a Microsoft Windows environment



PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time sitting at a keyboard or workstation.
- The employee must occasionally lift, carry, and/or move up to 50 pounds.
- The employee must occasionally bend, kneel, and crawl to reach computer electrical or wiring connections.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office setting.

PUBLIC CONTACT:

Extensive contact with other employees and governmental officials often involving problem-solving circumstances. Occasional contact with public citizens during meetings and events.



TITLE: City Engineer
 DEPARTMENT: Community Development
 FLSA STATUS: Exempt

JOB SUMMARY:

Under administrative direction of the Community Development Director, the City Engineer manages civil plan review for development; manages the land disturbance inspectors; maintains City compliance with state and federal environmental regulations; conducts site inspections; produces/maintains maps and related files; acts as a technical resource; ensures work quality and adherence to established policies and procedures; and responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding engineering and development projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Leads, plans, trains, and reviews the work of staff responsible for performing professional level duties in support of the City's stormwater development and maintenance operations.
- Trains assigned employees in their areas of work including construction methods, procedures, and techniques.
- Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures; provides timely, accurate and thorough performance reviews for supervised employees.
- Participates in performing plan check, review and processing of plans and specifications for projects affecting City stormwater drainage system; interprets the application of design criteria; ensures compliance with professional and City standards and practices; coordinates reviews with other departments and agencies.
- Performs preliminary and final reviews of site plans and subdivision plats for compliance with City standards, procedures, and applicable codes/ordinances; reviews site development plans, survey plats, hydrological studies, detention basin studies, flood studies and FEMA letter of map revisions; reviews various site plans relating to hydraulics, hydrology, traffic, transportation, materials, grading, infrastructure layout, utilities, and other areas.
- Meets with Public Works department staff to coordinate plan review and staff comments.
- Manages the erosion control program for the City including conducting site inspections of projects for compliance with site plans, and issuing stop work orders and levying violation fines, as necessary.
- Assists in the administration of the City's Stormwater Management Program as outlined in the City's MS4 Permit.
- Enforces the floodplain ordinance for the City.
- Evaluates unique or unusual developer requests for compliance with City ordinances and reviews administrative variances to determine if the ordinance intent has been met.
- Inspects facilities to be dedicated to the City for perpetual maintenance; coordinates inspections with other departments; communicates inspection results with developers, contractors, utility companies, residents, and other interested parties.
- Assists in interpreting and enforcing the provisions of applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies, and



procedures; initiates any actions necessary to correct deficiencies, variations, or violations.

- Provides engineering assistance to other City departments, local contractors, and the general public; provides information regarding City laws, codes, and ordinances which effect City planning/development.
- Maintains records and sets goals for land disturbance inspections and plan review and reports on such to the Land Development Inspector and state agencies as required.
- Develops new standards, forms, or procedures of accountability relating to inspections, plan review, utility permitting, or other activities.
- Works with the Atlanta Regional Commission, Georgia Soil & Water Conservation Commission, Georgia Environmental Protection Division, and other governmental agencies to review and develop stormwater management plans and policies.
- Assists plan review staff in determining recommended performance bond amounts for public improvements and in gathering field data for special projects.
- Effectively communicates and interacts with supervisors, citizens, contractors, developers, and all groups involved in the activities of the department as needed to coordinate work activities; assembles information and makes written reports and documents in a concise, clear, effective, and technically accurate manner.
- Participates in the issuance of various construction permits.
- Coordinates the subdivision process with other City divisions and outside agencies including DeKalb Fire Rescue and DeKalb Watershed.
- Participates in administering and enforcing City codes and standards on engineering projects; addresses and responds to citizen concerns related to engineering problems.
- Prepares a variety of engineering reports, studies, and technical documentation; utilizes specialized engineering applications, databases, programs, and graphics.
- Responds to questions and inquiries from the general public, developers, contractors, engineering professionals and City staff regarding engineering and development projects.
- Coordinates assigned activities with consultants, engineers, developers, contractors, other City departments and divisions, and outside agencies.
- Stays abreast of new trends and innovations in the field of civil engineering.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

May attend conferences, seminars and workshops related to the City Engineer's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field is required.



- Minimum three years of increasingly responsible professional civil engineering experience is required.
- An equivalent combination of education and experience may be acceptable.
- Minimum possession of a valid Georgia Certificate of Registration as a Professional Engineer (PE).
- Possession of GSWCC (Georgia Soil and Water Conservation Commission) Level IB Certified Inspector and Level II Plan Reviewer certification, or the ability to obtain within 30 days of employment.

Necessary Knowledge, Skills, and Abilities

- Knowledge of operations, services, and activities of a municipal engineering design and construction program as applicable to stormwater drainage systems, flood plains, erosion control, and other engineering activities.
- Knowledge of modern and complex principles and practices of civil engineering.
- Knowledge of scientific and mathematical principles as applied to civil engineering work.
- Knowledge of advanced principles and practices of project management and administration.
- Knowledge of advanced methods and techniques of contract negotiations and administration.
- Knowledge of construction contracts, ordinances, land deeds, and easements, and other legal agreements.
- Knowledge of principles and practices of project budget preparation and control.
- Knowledge of methods, materials, and techniques used in civil engineering projects including those used in the design and construction of development projects.
- Knowledge of mechanics and properties of materials.
- Knowledge of advanced methods and techniques of engineering plan review and analysis.
- Knowledge of advanced methods and techniques of conducting site and field investigation.
- Knowledge of principles and practices of erosion and sedimentation control.
- Knowledge of advanced drafting methods, techniques, and equipment including those used in computer-aided drafting.
- Knowledge of Federal Emergency Management Agency (FEMA) and state laws, regulations and requirements related to floodplain management and the Flood Insurance Program (FIP).
- Knowledge of Federal and state NPDES Municipal Separate Storm Sewer Systems (MS4) Permit.
- Knowledge of recent developments, current literature, and sources of information related to innovations and trends in civil engineering design and development.
- Knowledge of principles and practices of business correspondence and technical report preparation.
- Knowledge of principles and practices of geographic information systems programs.
- Knowledge of occupational health and safety standards.
- Knowledge of pertinent federal, state, and local codes, laws, and regulations pertaining to floodplain management, wetlands, and public works design and municipal engineering, construction, and civil engineering.
- Knowledge of modern office practices, equipment, methods and procedures.



- Knowledge of personal computers and computer software applications.
- Skills associated with planning and organizing information.
- Skill in managing competing priorities on multiple projects.
- Ability to lead, organize, and review the work of staff.
- Ability to interpret, explain, and enforce department policies and procedures.
- Ability to prepare, review, interpret, analyze, and modify engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards and approved budgets.
- Ability to perform engineering computations and calculations.
- Ability to read and interpret various types of maps, including Federal Emergency Management Agency (FEMA) flood maps and US Geological Survey (USGS) maps.
- Ability to analyze and evaluate design drawings and specifications.
- Ability to prepare and manage project budgets.
- Ability to negotiate with citizens, property owners, businesses, and other agencies.
- Ability to maintain detailed project management records and documentation.
- Ability to interpret, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations.
- Ability to interpret, explain, and enforce department policies and procedures.
- Ability to manage the work of outside consultants.
- Ability to administer programs involving federal, state, and local grants.
- Ability to safely and effectively operate engineering tools and equipment.
- Ability to respond to questions and inquiries from variety of sources regarding engineering and development projects.
- Ability to research, review, update, and revise existing ordinances, policies, and design standards.
- Ability to coordinate activities with internal and external agencies and committees.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to prepare clear, concise and accurate documents.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, real estate and site selection professionals, and the public.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to exercise independent judgment.

SPECIAL REQUIREMENTS:

Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is frequently required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office and occasionally goes outdoors for a limited time. Some travel is necessary but mostly going to various sites within the city and attending evening meetings as needed.



TITLE: Building Official
 DEPARTMENT: Community Development
 FLSA STATUS: Exempt

JOB SUMMARY:

Under administrative direction of the Director of Community Development, the Building Official directs, manages, supervises, and coordinates the activities and operations of the inspections division within the Community Development Department including plan review, issuance of building permits, and building construction inspection services, code enforcement and activities through the enforcement of related laws, statutes, codes and ordinances enacted by the state and federal governments as well as the City of Dunwoody; coordinates assigned activities with other departments, and outside agencies; and provides highly responsible and complex administrative support to the Director of Community Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assumes management responsibility for assigned services and activities of the inspections division including plan review services, permit issuance services, inspection services, code development services, code interpretation services, neighborhood preservation services, code enforcement services; directs the enforcement of law, statutes, codes and ordinances related to building construction, health and safety.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Plans, directs, coordinates, and reviews the work plan for professional and technical employees to ensure that codes are properly enforced with uniformity, equity, and safety; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with 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.
- Oversees and participates in the development and administration of the departmental annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Provides technical and professional advice; provides interpretation and decisions on applicable codes, rules, regulations, and technical problems of enforcement; answers procedural questions.
- Proposes and presents fee updates, code updates, and amendments to City codes and ordinances.
- Serves as the liaison for the inspections division with other departments and outside agencies.
- Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence; prepares and



coordinates reports and presentations on current building issues for City Council, community groups, and regulatory agencies as necessary.

- Provides responsible staff assistance to the Director of Community Development; conducts a variety of organizational studies, investigations, and operational studies; assists with a variety of development, capital improvement, code enforcement, and related projects; develops and implements office automation strategies; recommends modifications to programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of building inspection and code enforcement including legislation, court rulings, and professional practices and techniques; incorporates new development as appropriate.
- Oversees the maintenance of records and files including those related to applications, permits, fees, and correspondence related to building matters; oversees the administration of automated permit tracking and code enforcement case tracking systems.
- Responds to and resolves difficult and sensitive inquiries and complaints including those from citizens, builders, contractors, and engineers.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree in building technology, architecture, civil engineering or a related field from an accredited college or university.
- Six years of increasingly responsible experience in building design, inspection, construction, or structural analysis, including two years of administrative and supervisory responsibility.
- An equivalent combination of education and experience may be acceptable.
- International Code Council (ICC) certification as a Building Inspector is required.
- International Code Council (ICC) certification as a Building Official (CBO) is required.

Necessary Knowledge, Skills, and Abilities

- Knowledge of operational characteristics, services, and activities of a comprehensive plan review, permit issuance, and building inspection program.
- Knowledge of principles and practices of program development and administration.
- Knowledge of principles and practices of municipal budget preparation and administration.
- Knowledge of principles of civil engineering, structural design, engineering mathematics, and soil engineering.
- Knowledge of methods, materials, and progressive steps used in the construction of buildings and related structures.
- Knowledge of pertinent building related codes, ordinances, and regulations enforced by the City including the Uniform Building Code, plumbing, electrical, and mechanical codes, zoning ordinances, general land use codes, and related City codes and state mandate regulations.



- Knowledge of principles and techniques used in building inspection work including those used to examine the quality of work and materials and to detect deviations from plans, regulations, and standard construction practices.
- Knowledge of fire prevention procedures and practices in new construction.
- Knowledge of occupational hazards and standard safety procedures.
- Knowledge of permit processing procedures.
- Knowledge of building plan review principles and practices.
- Knowledge of personal computers and computer software applications.
- Skill in record keeping and reporting.
- Skill in planning and organizing information.
- Ability to oversee and participate in the management of a comprehensive building inspection, permit issuance, and plans examination program.
- Ability to oversee, direct, and coordinate the work of staff.
- Ability to select, supervise, train, and evaluate staff.
- Ability to develop and administer goals, objectives, and procedures.
- Ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to prepare and administer large program budgets.
- Ability to oversee the maintenance of complete and accurate records.
- Ability to prepare clear and concise technical, administrative, and financial reports.
- Ability to analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to understand, interpret, explain, and enforce pertinent federal, state, and local policies, laws, and regulations including provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers, and the general public.
- Ability to analyze, interpret, and accurately check complex building plans, specifications, and calculations.
- Ability to communicate necessary information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to gain cooperation through discussion and persuasion.
- Ability to exercise sound independent judgment.
- Ability to demonstrate an awareness and appreciation of the cultural diversity of the community.
- Ability to exercise sound and independent judgment.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, and the public.
- Ability to deal tactfully and courteously with employees and the general public.

SPECIAL REQUIREMENTS:

- Must be available to work hours as needed or necessary including, but not limited to, attending meetings outside normal business hours.
- Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and periodic time constraints; must be able to maintain confidentiality.



- Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands and fingers to handle, feel or operate objects, tools, or controls; reach with hands and arms; and grasp and make repetitive hand movements.
- The employee is frequently required to walk, stand, reach, climb, crawl, twist, turn, kneel, bend, stoop, squat, balance, push, pull, and crouch. The employee may be required to walk on uneven terrain, loose soil, and sloped surfaces.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee's time is split between an office setting and field work. Tasks may involve extended periods of time at a keyboard or workstation. The employee frequently works in outdoor environments and is subject to inclement weather conditions. The employee is occasionally exposed to wet, cold or humid conditions; airborne particles; machinery with moving parts; irritating chemicals; and dirt or grease.
- The employee must travel to different sites and locations and attend evening meetings as needed.
- The noise level in the environment may be moderate to loud.



TITLE: Purchasing Manager
 DEPARTMENT: Finance & Administration
 FLSA STATUS: Exempt

JOB SUMMARY:

Under the direction of the Finance Director, and in coordination with the Risk Manager, the Purchasing Manager is responsible for organizing the purchasing functions of the City; managing daily activities in purchasing to include day-to-day and capital projects purchases; managing contracts including administering, negotiating, reviewing, renewing, filing, and evaluating for availability, price, term, and quality of products; coordinating bid process and ensuring compliance with procurement conflict of interest policies and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates purchasing functions. Procures materials, supplies, capital equipment, and contract services according to established procedures.
- Prepares Invitations to Bid, Requests for Proposals, and other solicitation types in accordance with City policy and procedure and as required by City ordinance and state statutes.
- Coordinates the advertisement of statutorily required public notices of committee meetings and other public purchasing-related meetings.
- Coordinates formal pre-bid meetings, bid openings, site visits, and negotiation meetings.
- Facilitates evaluation committee meetings for all formal solicitations.
- Coordinates selection of vendors, recommendations of award, issuance of purchase orders, addenda, and vendor notifications.
- Negotiates, renegotiates and administers contracts with suppliers, vendors, and other representatives.
- Assists departments in drafting specifications and solicits bids on all purchases over determined limits.
- Makes recommendations regarding the selection of suppliers based on supplier performance, credit worthiness, overall responsiveness, and cost.
- Creates and maintains the City's vendor database, including verification of State registrations, business licenses, and addresses. Determines the need to add vendors.
- Promotes good relations between departments and vendors. Ensures vendor performance in areas of customer service and support.
- Approves select vendor invoices and reconciles purchase orders. Prepares purchase orders and encumbrance reports and coordinates open balances with departments and City auditors.
- Maintains records of purchases and contracts so that analysis can be made to optimize opportunities for improved sources, distribution of business, process, and terms relative to the changing economic conditions.
- Properly disposes of surplus inventories, scrap material, and surplus or obsolete equipment via City auction/solicitation.
- Enforces City purchasing policies and procedures and ensures expenditures are within budgeted parameters.
- Follows and monitors purchasing laws and regulations.
- Develops and recommends new systems and procedures relating to Purchasing activities.



- Monitors inventory levels of basic office supplies housed for general use by all employees; forecasts future needs to avoid low inventory or overstocking; makes appropriate purchases.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

- May attend conferences, seminars and workshops related to the Purchasing Manager's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree in Business Administration, Accounting, Finance, Economics, or related field from an accredited college or university is required.
- Minimum of four (4) years professional full-time increasingly responsible experience in a purchasing-related field preferred. Experience with a public sector employer is highly desirable.
- An equivalent combination of education and experience may be acceptable.
- Professional certifications such as Certified Public Procurement Officer (CPPO), Certified Public Procurement Buyer (CPPB), Certified Purchasing Manager (C.P.M.), or related certification are highly desirable.

Necessary Knowledge, Skills, and Abilities

- Knowledge of operational characteristics, services and activities of a public purchasing and contracts program.
- Knowledge of principles and practices of negotiating contracted services.
- Knowledge of principles and practices of program development and administration.
- Knowledge of methods and techniques of negotiating and evaluating purchased services.
- Knowledge of market trends and conditions.
- Knowledge of federal, state, and local rules and regulations governing a municipal purchasing program.
- Knowledge of best business practices, markets, federal and state purchasing laws, City ordinances, purchasing policies and procedures and public purchasing ethics.
- Knowledge of cost benefit analysis.
- Knowledge of materials, supplies and equipment typically used in municipalities and the source for such products.
- Knowledge of governmental purchasing and contract administration.
- Knowledge of financial and purchasing technology systems.
- Knowledge of modern office practices, equipment, methods and procedures.
- Knowledge of personal computers and computer software applications.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to oversee and participate in the management of a comprehensive public purchasing and contracts program.



- Ability to manage multiple projects and deadlines.
- Ability to evaluate the quality and price of products to judge suitability of goods and alternatives offered.
- Ability to analyze, evaluate and modify purchasing methods and procedures.
- Ability to maintain accurate records and controls.
- Ability to prepare clear, concise, and accurate documents and financial reports.
- Ability to analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Ability to interpret and apply federal, state and local policies, laws and regulations.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office environment and operates office equipment.



TITLE: Risk Manager
 DEPARTMENT: Finance & Administration
 FLSA STATUS: Exempt

JOB SUMMARY:

Under the direction of the Finance Director, and in coordination with the Purchasing Manager, the Risk Manager plans, develops, coordinates and manages the City's risk management and loss control programs, including general liability and loss prevention, property cost recovery, maintenance of insurance programs, and the City's safety program; coordinates communications, contracts, insurance policies, budgets, claims, reports and information to meet the needs of the City and minimize exposure to loss; provides consulting services to departments in the areas of risk management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates with insurance providers for administration of general liability, property insurance, risk management, and renewal of all insurance policies.
- Plans, conducts and/or provides training for City staff in a variety of safety, health and other risk management related areas. Implements effective risk management or health/safety programs.
- Assists in the development and administration of tracking systems to ensure proper evaluation, control, and documentation of liability and insurance claims.
- Reviews, investigates, and follows up on claims and incident reports to assess liability, minimize exposure to accidents and injuries, and ensure a safe workplace.
- Analyzes data and trends to identify potential risks and assess their likelihood and severity. Designs and implements risk mitigation strategies.
- Reviews contracts, policy renewals, insurance certificates, and lease or rental agreements to ensure acceptable risk, insurance and hold harmless and indemnification stipulations per policies.
- Analyzes legislation and regulations to determine effect on programs and services; stays up to date on knowledge of current legislation and/or court decisions affecting Risk Management.
- Monitors for compliance with City policies, contracts, rules and ordinances, as well as applicable Federal and State statutes.
- Assesses City-wide and departmental safety needs.
- Establishes City-wide safety and associated training goals and procedures.
- Communicates risk management policies and procedures to all City employees.
- Conducts comprehensive risk assessments across all departments and areas of the organization.
- Inspects City facilities, equipment, and operations for compliance with safety standards and laws.
- Assists and trains supervisors in accident prevention and investigation.
- Provides regular updates to City management regarding key risks, mitigation actions, and risk trends.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of Risk Management; incorporates new developments as appropriate.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.



ASSOCIATED DUTIES:

May attend conferences, seminars and workshops related to the Risk Manager's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree in Public Administration, Business Administration, Accounting, Finance, Risk Management, Insurance or related field from an accredited college or university is required.
- Minimum of four (4) years professional full-time increasingly responsible experience in management of risk management programs that includes general liability, property claims, and insurance management preferred. Experience with a public sector employer is highly desirable.
- An equivalent combination of education and experience may be acceptable.
- Professional certifications such as Associate in Risk Management (ARM), Certified Risk Manager (CRM), Financial Risk Manager (FRM), and/or Professional Risk Manager (PRM) are highly desirable.

Necessary Knowledge, Skills, and Abilities

- Knowledge of risk management, insurance, occupational health and safety, claims, risk control, loss prevention, wellness and legal programs and procedures.
- Knowledge of general liability, employment liability, automobile, property, environmental liability and other insurance or self-insurance program development and administration.
- Knowledge of techniques of public liability, medical malpractice, and property damage claims negotiations, and audit procedures.
- Knowledge of advanced methods of report preparation and presentation.
- Knowledge of modern office practices, equipment, methods and procedures.
- Knowledge of personal computers and computer software applications.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Ability to identify unsafe conditions and causes of workplace accidents, injuries, vehicle accidents and losses.
- Ability to interpret federal and state regulations on safety and insurance.
- Ability to be an active problem solver in order to reduce accidents, injuries, and claims.
- Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.
- Ability to analyze problems, identify and evaluate solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to administer contract services.
- Ability to prepare clear, concise and accurate documents and financial reports.
- Ability to understand and carry out complex verbal and written instructions
- Ability to communicate clearly and effectively, verbally and in writing.



- Ability to establish and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office environment and operates office equipment.



TITLE: Planner
 DEPARTMENT: Community Development
 FLSA STATUS: Non-Exempt

JOB SUMMARY:

Under the general direction of the Deputy Director of Community Development, the Planner independently coordinates the administrative and technical elements of various boards, including, but not limited to the Planning Commission, the Zoning Board of Appeals, and the Sustainability Committee, and the performance of legal and administrative duties related to the Public Hearing Process; prepares agendas and meeting rooms and performs related duties as may be needed for the department. The Planner also reviews various permit and licensing applications for compliance with the City's codes and ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews permit applications for compliance with the City's Zoning Ordinance, Land Development Regulations, Sign Ordinance, and other applicable ordinances and policies.
- Reviews business license applications for compliance with the City's Zoning Ordinance.
- Manages various zoning cases, including zoning map amendments, variances, and special administrative permits, ensures compliance with public notification requirements, drafts technical reports and analysis, and presents cases to City boards and commissions.
- Provides technical and professional support to various boards and prepares public hearing notices according to established legal and procedural requirements ensuring timely notification to appropriate parties; responds to board's issues and questions.
- Ensures that public hearing applications are complete and meet legal requirements and deadlines, enters cases into database system, prepares docket items for public hearings, prepares legal advertising and correspondence for public hearings, and coordinates post hearing activities.
- Prepares meeting rooms for public hearings by distributing supplies and setting up audio and video equipment; attends hearings; assists Chair in conducting meetings; calls roll; reads minutes and other items into recorded agenda; advises boards of procedural requirements; acts as recording secretary by recording actions; and prepares action letters, minute orders, and/or minutes, and publishes and distributes ordinances.
- Prepares agendas for various boards, including condensing and summarizing information from memos and letters submitted by City staff and the public; acts as a source of information and liaison between City departments, officials, boards, and the public; ensures agenda items adhere to established policies, procedures, and legal mandates; researches government codes to determine correct procedures; and prepares or oversees the preparation of agenda packets and materials.
- Presents technical data in verbal, written, graphic and map form to the City Council, the Planning Commission, the Zoning Board of Appeals and the Sustainability Committee; reviews conditions of zoning, ordinances, design guidelines and previous Board actions in order to advise the Board.
- Compiles, prepares and enters data into records management program for various application types, including Public Hearing applications; verifies data entries for accuracy and completeness, including staff workflow and uploads supporting documents.



- Reformats, updates and maintains the Unified Development Code.
- Prepares and maintains the annual calendar for public hearing meetings.
- Answers questions and provides information to City staff and the public regarding City public hearing procedures and policies.
- Processes and coordinates Open Records Requests (ORRs) related to public hearing items with the public, applicants, internal staff, and City Clerk's Office.
- Composes, types and proofreads a wide variety of complex and confidential documents, reports, letters and memoranda; types from recording or verbal instruction; takes and transcribes dictation using dictation equipment as required.
- Utilizes various computer applications and software programs; creates, formats and revises department forms and applications.
- Performs a variety of research activities; prepares and updates various information and/or staff reports, statistical reports and data; develops historical records on research efforts.
- Maintains a complex filing system for official documents and City records; maintains records of appointments to City Commissions, Boards and Committees; indexes all meeting notes from files to computer system; photocopies documents; may certify documents as official City records; ensures accurate filing procedures.
- Updates roster of boards, commissions, and standing committees' database; notifies the Community Development Director when vacancies on such boards and commissions occur; ensures established procedures and legal mandates are met in filling vacancies; prepares and posts related vacancy notices.
- Acts as backup for reception desk and telephone rollovers.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

May attend conferences, seminars and workshops related to the Planner's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree in urban or regional planning or a related field from an accredited college or university is required.
- Two years of increasingly responsible urban or regional planning experience preferred.
- An equivalent combination of education and experience may be acceptable.
- Possession of certification as a Professional Planner from the American Institute of Certified Planners is preferred.

Necessary Knowledge, Skills, and Abilities

- Knowledge of local government organization and the functions and practices of a municipal planning unit and relationships among various local and governmental entities.



- Knowledge of modern principles, practices, and techniques of current and advanced planning including land use, environmental policy analysis, natural resource management, and municipal service delivery, physical design, landscape architecture, demographics, and economic and social concepts as applied to municipal planning.
- Knowledge of zoning terminology, methodology and the principles of code enforcement.
- Knowledge of basic engineering and building code terms.
- Ability to read blueprints, site plans, topography maps, and related documents.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations including laws underlying general plans, zoning and land divisions, applicable environmental laws and regulations, and the Georgia Open Records Act.
- Knowledge of policies, procedures, processes, terminology, and laws associated with public meetings.
- Knowledge of practices and techniques of meeting minute taking and preparation.
- Knowledge of personal computers and computer software applications.
- Knowledge of modern office practices, equipment, methods and procedures.
- Skill in interpreting GIS systems.
- Skill in statistical methods and research techniques applicable to the preparation of municipal planning studies.
- Skill in planning and organizing information.
- Skill in managing competing priorities on multiple projects.
- Skill in principles and practices of business correspondence and effective technical report preparation and presentation.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to prepare clear, concise, and accurate documents.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to exercise sound independent judgment.
- Ability to make adjustments to operating procedures as necessary to improve organizational effectiveness.
- Ability to interpret and explain City land use, zoning, subdivision and general planning laws and regulations.
- Ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to effectively represent the City to outside individuals and agencies.
- Ability to maintain accurate and complete reports and records, including critical, confidential, and sensitive information.
- Ability to attend meetings at irregular hours, including evenings and weekends.
- Ability to work effectively and productively under time constraints to meet deadlines.
- Ability to work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Ability to demonstrate an awareness and appreciation of the cultural diversity of the community.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, real estate and site selection professionals, and the public.
- Ability to deal tactfully and courteously with employees and the general public.

**SPECIAL REQUIREMENTS:**

Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office environment and operates office equipment and occasionally goes outdoors for limited time. Some travel is necessary but mostly going to various sites within the city for meetings.



TITLE: Senior Planner
 DEPARTMENT: Community Development
 FLSA STATUS: Exempt

JOB SUMMARY:

Under administrative direction of the Deputy Director of Community Development, the Senior Planner works within the Community Development Department, including current and advanced planning and zoning services and activities; assists with coordinating assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support and technical/professional advice and assistance to the Deputy Director of Community Development. The Senior Planner also reviews various permit and licensing applications for compliance with the City's codes and ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews permit applications for compliance with the City's Zoning Ordinance, Land Development Regulations, Sign Ordinance, and other applicable ordinances and policies.
- Reviews business license applications for compliance with the City's Zoning Ordinance.
- Manages various zoning cases, including zoning map amendments, variances, and special administrative permits, ensures compliance with public notification requirements, drafts technical report and analysis, and presents cases to City boards and commissions.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Responds to zoning questions and completes zoning certification forms.
- Participates in the processing of major projects including annexations, general plan amendments, rezoning, major subdivisions, and development projects.
- Oversees the processing, review, and scheduling of development applications submitted to the City; ensures result is a thorough, comprehensive project analysis that is consistent with all City codes and ordinances; ensures implementation of the City's Comprehensive Plan and City Council decisions.
- Develops, maintains, updates, implements, and interprets the City's Comprehensive Plan, Zoning Ordinance, area plans, environmental impact reports, capital improvement plans, and related City codes, ordinances, and policies affecting and/or related to planning and land use issues.
- Signs off on final maps, grading and improvement plans, development projects, and related items.
- Serves as a liaison for Planning and Zoning with other departments and outside agencies; meets with developers, engineers, architects, and other project proponents to explain City policies, design issues, and City standards relating to new project development; negotiates and resolves sensitive and controversial issues.
- Serves as staff on a variety of boards, commissions, and committees to provide technical and professional advice; ensures timely action on City Council, Planning Commission, and Zoning Board of Appeals directives and initiatives.
- Provides responsible staff assistance to the Director and/or Deputy Director of Community Development; conducts a variety of organizational studies,



investigations, and operational studies; recommends modifications to planning programs, policies, and procedures as appropriate.

- Advises the Director and/or Deputy Director of Community Development on aspects of City planning and the implementation of the Zoning Ordinance and other development regulations.
- Assists with the rewrite of the Zoning Ordinance, the Sign Ordinance, and Land Development Regulations.
- Inspects properties for violations, sends out violation letters, works with citizens on methods of resolution, and coordinates with Code Enforcement Officers to issue citations as necessary to ensure compliance.
- Develops and maintains records, statistics, and reports on planning related activities.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of planning; incorporates new development as appropriate.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

Attends seminars and workshops related to the Senior Planner's duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree in urban or regional planning or a related field from an accredited college or university is required.
- Five years of increasingly responsible urban or regional planning experience is required.
- An equivalent combination of education and experience may be acceptable.
- Possession of certification as a Professional Planner from the American Institute of Certified Planners is preferred.

Necessary Knowledge, Skills, and Abilities

- Knowledge of local government organization and the functions and practices of a municipal planning unit and relationships among various local and governmental entities.
- Knowledge of modern principles, practices, and techniques of current and advanced planning including land use, environmental policy analysis, natural resource management, and municipal service delivery, physical design, landscape architecture, demographics, and economic and social concepts as applied to municipal planning.
- Knowledge of zoning terminology, methodology and the principles of code enforcement.
- Knowledge of basic engineering and building code terms.



- Knowledge of pertinent federal, state, and local laws, codes, and regulations including laws underlying general plans, zoning and land divisions, applicable environmental laws and regulations, and the Georgia Open Records Act.
- Knowledge of policies, procedures, processes, terminology, and laws associated with public meetings.
- Knowledge of practices and techniques of meeting minute taking and preparation.
- Knowledge of personal computers and computer software applications.
- Skill in interpreting GIS systems.
- Skill in statistical methods and research techniques applicable to the preparation of municipal planning studies.
- Skill in planning and organizing information.
- Skill in managing competing priorities on multiple projects.
- Skill in principles and practices of business correspondence and effective technical report preparation and presentation.
- Ability to apply project management skills.
- Ability to read blueprints, site plans, topography maps, and related documents.
- Ability to oversee and participate in the management of a comprehensive planning program including current and advanced planning activities and projects.
- Ability to participate in the development and administration of departmental goals, objectives, and procedures.
- Ability to analyze complex planning and zoning issues, evaluate alternatives, and reach sound conclusions.
- Ability to communicate clearly and effectively, verbally and in writing and ability to issue such instructions to junior staff.
- Ability to prepare clear, concise, and accurate documents, including administrative and financial reports.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to exercise sound independent judgment.
- Ability to adjust operating procedures as necessary to improve organizational effectiveness.
- Ability to analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to interpret and explain City land use, zoning, subdivision and general planning laws and regulations and make department-wide subject-matter determinations and interpretations.
- Ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, and the public.
- Ability to maintain accurate and complete reports and records, including critical, confidential, and sensitive information.
- Ability to oversee and administer an efficient records management system.
- Ability to attend meetings at irregular hours, including evenings and weekends.
- Ability to work effectively and productively under time constraints to meet deadlines.
- Ability to work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.



- Ability to demonstrate an awareness and appreciation of the cultural diversity of the community.

SPECIAL REQUIREMENTS:

Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- While performing the duties of this job, the employee typically sits in an office environment and operates office equipment and occasionally goes outdoors for limited time. Some travel is necessary but mostly going to various sites within the City.



TITLE: Capital Projects Manager

DEPARTMENT: Public Works

FLSA STATUS: Exempt

JOB SUMMARY:

Under the general direction of the Public Works Director, the Capital Projects Manager plans, organizes, coordinates, and directs capital projects within the Public Works Department of the City of Dunwoody and provides engineering support, primarily in the area of transportation. Duties include but are not limited to: managing design consultants and project activities; ensuring the timely and efficient completion of projects; and preparing and maintaining the short-term work program for the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assumes full management responsibility for capital projects including scope definition, consultant selection, contract negotiation, concept development, plan review, right of way acquisition, and utility coordination.
- Plans and coordinates the capital work plan with consultants and contractors, and reviews engineering plans provided by consultants.
- Defines and maintains project schedules based on funding sources and project prioritization.
- Prepares Requests for Proposals, Invitations to Bid, memos to City Council, and grant applications.
- Provides technical support for departmental initiatives including but not limited to shaping City policies, transportation planning, and small project layout.
- Provides technical support for Community Development redevelopment plans and Parks Department projects.
- Delivers presentations to City Council, stakeholders, and the public.
- Coordinates with other agencies including the Georgia Department of Transportation, Atlanta Regional Commission, DeKalb County, MARTA, and neighboring cities.
- Obtain permits in GDOT right of way.
- Oversees engineering activities, including street design, utility installations, civic structures, land surveying, traffic engineering and other municipal engineering functions; ensures conformance with appropriate federal, state, and local laws, codes and regulations; resolves disagreements on public infrastructure.
- Assists in the development of City transportation projects.
- Reviews plans through "red-lining," makes plan review comments on development plans, and assists with final decisions on coordination of development permits.
- Facilitates engineering proposals on City projects and provides bid recommendations to the City Council.
- Negotiates and administers contracts and agreements with outside contractors and developers; resolves problems and complaints as necessary.
- Oversees activities related to the acquisition and disposition of public property for the purposes of right-of-way or CIP projects.
- Establishes Public Works conditions of approval on development.
- Is on call for emergencies; ensures street cleanup efforts after accidents/storms, or other emergencies; provides other assistance as necessary.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Oversees and participates in preparing the Capital Improvement budget; monitors capital improvement projects to ensure projects are completed within budget.



- Operates City vehicles in the performance of duties and/or to attend training programs.
- Attends regular scheduled meetings of the City Council when required and other necessary meetings.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of engineering; incorporates new developments as appropriate.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree in engineering, construction management, or a related field from an accredited college or university.
- Must have a minimum of five (5) years professional experience in the public works field.
- An equivalent combination of education and experience may be acceptable.
- Professional Engineer (P.E.) certification required.

Necessary Knowledge, Skills, and Abilities

- Knowledge of operations, services, and activities of a comprehensive public works program.
- Knowledge of advanced principles and practices of engineering, construction, inspection, contract management, and municipal project financing.
- Knowledge of advanced principles and practices of program development and administration.
- Knowledge of principles and practices of capital improvement projects.
- Knowledge of principles and practices of private development projects.
- Knowledge of project cost estimating and expenditure control principles and practices.
- Knowledge of personal computers and computer software applications.
- Skill in managing competing priorities on multiple projects.
- Skill in principles and practices of business correspondence and effective technical report preparation and presentation.
- Ability to apply project management skills.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.
- Ability to supervise and direct the work of assigned staff members.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- Ability to analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals.



- Ability to interpret and apply applicable federal, state, and local policies, laws, and regulations.
- Ability to work independently and exercise sound judgement.
- Ability to participate in the development and administration of departmental goals, objectives, and procedures.
- Ability to maintain accurate and complete reports and records, including critical, confidential, and sensitive information.
- Ability to work effectively and productively under time constraints to meet deadlines.
- Ability to function effectively in a work environment in which the employee is exposed to a large amount of emotional stress to manage controversial issues and problems.

SPECIAL REQUIREMENTS:

Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit and drive for extended periods of time.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to stand; walk; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee may work in indoor or outdoor environments and is subject to inclement weather conditions.



TITLE: Administrative Assistant I

DEPARTMENT: City Manager

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Under the general direction of the City Manager, the Administrative Assistant I provides general office support with a variety of receptionist and administrative activities from the front desk of the City of Dunwoody, along with acting as backup for the Executive Assistant to the City Manager on some duties in his/her absence. Duties include but are not limited to answering incoming calls, providing customer service, and providing administrative support to the City staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Acts as the receptionist for the front desk of City Hall; answers incoming phone calls and directs them to appropriate staff members; answers questions and provides information.
- Ascertains the needs of visitors and callers and directs the person to the proper department or staff within the municipality to meet his/her needs. Maintains visitor logs.
- Collects and signs for all incoming and outgoing mail or express packages; receives, sorts, and delivers mail to City staff daily; and maintains a log of packages, monetary receipts, carriers, senders, and recipients.
- Maintains the City Hall reception area by keeping it clean, organized, and presentable.
- Ensures that business cards for all City staff are well stocked in the reception area.
- Identifies and performs other administrative assistance and reception responsibilities, which are not specifically set forth above.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; escalates as necessary.
- May perform some functions of the Executive Assistant to the City Manager, as requested by the City Manager.
- Provides administrative and clerical support to the City Manager's departmental staff to provide relief from the management of administrative and clerical details.
- Assists the Executive Assistant to the City Manager with event planning of various internal events, such as the holiday luncheon and teambuilding activities, and assists with wellness events as needed.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- High school diploma or GED is required.
- Three (3) years of progressively responsible experience in a professional setting; customer service experience preferred.
- An equivalent combination of education and experience may be acceptable.



Necessary Knowledge, Skills, and Abilities

- Knowledge of standard policies, procedures, programs and services in an office setting.
- Knowledge of personal computers and computer software applications.
- Knowledge of business English and math.
- Knowledge of modern office practices, equipment, methods and procedures.
- Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, and business and community leaders.
- Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines, and telephones.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to communicate clearly and effectively, verbally and in writing with great attention to detail.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.
- Ability to work on multiple projects simultaneously.
- Ability to work independently and exercise sound judgement.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, and the public.
- Ability to maintain accurate and complete reports and records, including critical, confidential, and sensitive information.
- Ability to prepare clear, concise and accurate documents.
- Ability to manage stressful situations.
- Ability to work effectively and productively under time constraints to meet deadlines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; walk; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee sits in an office environment and operates office equipment.



TITLE: Administrative Assistant II
 DEPARTMENT: Public Works
 FLSA STATUS: Non-Exempt

JOB SUMMARY:

Under the general direction of the Public Works Director, the Administrative Assistant II provides general office support with a variety of receptionist and administrative activities within the Public Works Department of the City of Dunwoody. Duties include but are not limited to: answering incoming calls, providing customer service, providing administrative support to the Public Works staff, facilitating departmental purchases and payment, and managing the department's files and records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Acts as the receptionist for the Public Works department; answers incoming phone calls and directs them to appropriate staff members; answers questions and provides information.
- Provides word processing assistance for staff members and prepares internal and external correspondence.
- Prepares graphics and presentations.
- Manages service requests and assigns them to the appropriate staff member.
- Maintains the maintenance work order database.
- Facilitates departmental purchases and processes invoices and purchase orders.
- Assists with preparation of the departmental annual budget.
- Is on call for emergencies; ensures street cleanup efforts after accidents, storms, or other emergencies; provides other assistance as necessary.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; escalates as necessary.
- Plans and coordinates meetings and special events.
- Manages the documents and records for the department.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- High school diploma or GED is required.
- Three (3) years of progressively responsible experience in a professional setting; customer service experience preferred.
- An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

- Knowledge of standard policies, procedures, programs and services in an office setting.
- Knowledge of personal computers and computer software applications.
- Knowledge of business English and math.
- Knowledge of modern office practices, equipment, methods and procedures.
- Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines, and telephones.
- Ability to understand and carry out complex verbal and written instructions.



- Ability to communicate clearly and effectively, verbally and in writing with a great attention to detail.
- Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to work on multiple projects simultaneously.
- Ability to work independently and exercise sound judgement.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, and the public.
- Ability to maintain accurate and complete reports and records, including critical, confidential, and sensitive information.
- Ability to prepare clear, concise and accurate documents.
- Ability to work under pressure during emergency/disaster response periods.
- Ability to work effectively and productively under time constraints to meet deadlines.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; walk; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee sits in an office environment and operates office equipment.



TITLE: Executive Assistant to the City Manager

DEPARTMENT: City Manager

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Serves as Executive Assistant to the Mayor, City Council, and City Manager. Duties include high level administrative work supporting the same offices, responding to the public, scheduling meetings and preparing spaces, assisting with public meetings of the Mayor and Council, and creating reports and other documents. Duties are performed under the general supervision of the City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receives guests for meetings with the Mayor and/or City Manager, after initial reception by the City Hall front desk. Handles incoming calls for the Mayor and City Manager. May respond to constituent emails concerning City issues sent to the Mayor or City Manager.
- Schedules meetings for the Mayor, City Council, or City Manager including finding available times for all attendees and finding meeting space. Prepares the meeting space as needed.
- Coordinates general cleanliness of common office areas. Tracks inventory in supply closets and cabinets. Works with Purchasing to ensure that common office supplies are fully stocked and office equipment is maintained.
- Provides dedicated clerical and administrative support for the office of the Mayor and City Manager, as well as clerical and administrative support for other elected officials.
- Maintains and posts calendars and agendas for the City Manager, Mayor and City Council, as well as other City boards, commissions and teams.
- Coordinates the use by City departments and outside parties of City Hall facilities, such as a state or county agency using the Council Chambers at night. May require being on site during the event.
- Coordinates events pertaining to Council Meetings or Committees of the Council, such as pre-meeting receptions or dinners. May require staying on site during the event.
- Maintains, updates, and develops schedules; coordinates appointments, and performs general administrative duties.
- Coordinates travel arrangements as required under the City's travel policy for the City Manager, Mayor, City Council, and other staff as necessary.
- Provides dedicated administrative support and services to the City Manager's departmental staff to provide relief from the management of administrative details.
- Screens visitors and callers to minimize unproductive and/or unnecessary interruptions. Resolves general questions from the public and provides information regarding services provided by the City.
- Composes correspondence and responds to general inquiries on behalf of the City Manager.
- Types, proofreads, edits and formats meeting transcriptions and other formal correspondence.



- Attends City Council meetings, hearings and other meetings, as directed by the City Manager or designee.
- Responds to all inquiries as directed by the City Manager or designee.
- Manages event planning of various internal events, such as the holiday luncheon and teambuilding activities, and assists with wellness events as needed.
- Performs basic financial tasks for the cost center of the City Manager.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

ASSOCIATED DUTIES:

- Will backfill the Administrative Assistant I position during breaks and lunch hours.
- Will coordinate leave schedules with the Administrative Assistant I position so that when the Administrative Assistant I is absent, the Executive Assistant to the City Manager will station the front desk, as needed. It is understood that at some times both positions will be absent on the same day and, in that case, temporary help or other help will be brought in.
- Attends seminars and workshops related to administrative duties and responsibilities.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Associate's degree in business, public administration, or related field from an accredited college or university
- Five years of progressively responsible experience in a professional setting
- An equivalent combination of education and experience may be acceptable

Necessary Knowledge, Skills, and Abilities

- Knowledge of standard policies, procedures, programs and services in an office setting
- Knowledge of personal computers and computer software applications
- Knowledge of business English and math
- Knowledge of modern office practices, equipment, methods and procedures
- Skill in establishing and maintaining effective working relationships with elected officials, co-workers, City employees, the general public, and business and community leaders
- Skill in managing competing priorities on multiple projects
- Skill in operation of standard office equipment, including computers, copiers, scanners, fax machines, and telephones
- Ability to understand and carry out complex verbal and written instructions
- Ability to communicate clearly and effectively, verbally and in writing with great attention to detail
- Ability to deal tactfully and courteously with employees and the general public
- Ability to identify and respond to sensitive community and organizational issues, concerns, and needs
- Ability to work on multiple projects simultaneously



- Ability to work independently and exercise sound judgment
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders, and the public
- Ability to research and analyze detailed information, records and statistical data
- Ability to prepare clear, concise and accurate documents
- Ability to maintain accurate and complete reports and records, including critical, confidential, and sensitive information
- Ability to manage stressful situations
- Ability to work effectively and productively under time constraints to meet deadlines

SPECIAL REQUIREMENTS:

- Must be able to manage multiple items at the same time; prioritize tasks; and meet recurring and period time constraints; must be able to maintain confidentiality.
- Certification as a notary public must be obtained within sixty days of employment with the City.
- Must possess a valid State of Georgia Driver's License (Class C) and a satisfactory Motor Vehicle Record (MVR).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; walk; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee sits in an office environment and operates office equipment.



TITLE: Business License Specialist
 DEPARTMENT: Finance & Administration
 FLSA STATUS: Non-Exempt

JOB SUMMARY:

This position is responsible for overseeing and managing the record keeping for all alcohol and business licenses. Responsibilities include receiving and processing applications for city alcohol and business licenses; responding to the public, providing information, and answering questions verbally and in writing; managing the City's alcohol and business license records; collecting delinquent accounts, fees, assessments, and various tax revenues owed to the City; and, reporting financials to the City Finance Department. Duties are performed under the general supervision of the Revenue Accountant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages the City's alcohol and business license records, ensuring that all necessary forms are completed accurately, and all supporting documentation is properly submitted.
- Receives and processes applications for city alcohol and business licenses; determines if applicant is in compliance with all City, County and State statutes and ordinances before issuing license.
- Communicates frequently with members of the public; responds to inquiries and provides information verbally and in writing.
- Establishes and maintains business license files as well as a monthly listing for new businesses for posting to the City's website.
- Contacts unlicensed businesses and businesses with expired licenses by telephone and through written correspondence for proper compliance with licensing ordinance; prepares and issues notices for delinquent, unlicensed businesses and renewal licenses for businesses; and, follows through with necessary collection procedures.
- Collects delinquent accounts, fees, assessments, and various tax revenues owed to the City; produces receipts when applicant(s) pay fees; and, reconciles receipts daily and prepares receipts/monies for the Revenue Accountant.
- Stays informed of current City, County, State and Federal business license regulations to provide recommendations for needed changes in business licensing ordinances, policies and procedures.
- Prepares financial reports for the City's Finance Department.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) High school diploma or GED is required.
- b) Two years' experience processing business applications and alcohol permits, preferably with a municipality.
- c) Prior bookkeeping and accounting experience is preferred.
- d) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

- a) Knowledge of current City codes and ordinances.
- b) Knowledge of bookkeeping and accounting basics.
- c) Knowledge of personal computers and computer software applications.



- d) Ability to understand and carry out complex verbal and written procedures and instructions.
- e) Ability to maintain accurate financial records and to prepare reports utilizing these records.
- f) Ability to deal tactfully and courteously with employees and the general public.
- g) Ability to communicate clearly and effectively, verbally and in writing.
- h) Ability to interpret and apply ordinances, codes and other regulations, and explain them to the public.
- i) Ability to develop and maintain cooperative working relationships with public, staff and other agencies.
- j) Ability to respond professionally and effectively to adverse situations with public contacts and/or City department representatives.
- k) Ability to plan and organize work efficiently.
- l) Ability to exercise good judgement in evaluating situations and in making decisions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 15 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee sits at a desk or cubicle.