

# City Manager Recruitment Announcement

## City of Nicholls, Georgia

**Position:** City Manager

**Location:** Nicholls, Georgia

**Application Deadline:** Open Until Filled (First Review of Applications: July, 2026)

The **City of Nicholls, Georgia**, is seeking an experienced, ethical, and forward-thinking professional to serve as its **first City Manager** under the City's newly adopted Council-Manager form of government. This is an exciting opportunity to help establish the administrative foundation for a growing community while working collaboratively with the Mayor, City Council, employees, and citizens.

## About Nicholls

Nicholls is a welcoming South Georgia community in Coffee County with a proud history, strong community values, and a commitment to responsible growth. The City is focused on providing quality municipal services, maintaining sound financial management, improving infrastructure, and fostering economic development while preserving its small-town character.

## Position Summary

The City Manager serves as the Chief Administrative Officer of the City and is responsible for the administration of all municipal operations in accordance with the City Charter and policies established by the Mayor and City Council. The City Manager provides professional leadership, oversees daily operations, manages City personnel, prepares the annual budget, and ensures efficient delivery of municipal services.

## Essential Responsibilities

- Direct and supervise all City departments and personnel.
- Implement policies adopted by the Mayor and City Council.
- Prepare and administer the annual operating and capital budgets.
- Recommend long-range financial and strategic planning initiatives.
- Oversee public works, utilities, parks, administrative services, and other municipal functions.
- Recruit, develop, supervise, and evaluate department heads and staff as authorized by the Charter.
- Pursue grants and coordinate capital improvement projects.
- Ensure compliance with all applicable federal, state, and local laws.
- Attend all meetings of the Mayor and Council and provide professional recommendations.
- Build positive relationships with citizens, businesses, regional organizations, and governmental partners.

- Promote transparency, accountability, and excellent customer service.

## Minimum Qualifications

- Bachelor's degree in Public Administration, Business Administration, Finance, Political Science, or a related field.
- Master's degree in Public Administration (MPA) is preferred.
- At least five (5) years of progressively responsible municipal management or local government leadership experience.
- Demonstrated experience in budgeting, personnel management, capital projects, economic development, grant administration, and organizational leadership.
- Excellent communication, interpersonal, and problem-solving skills.
- Knowledge of Georgia municipal government and Council-Manager operations is preferred.

## Compensation

Salary is **competitive and negotiable based on qualifications and experience**. The City offers a comprehensive benefits package.

## Application Requirements

Qualified applicants should submit:

- Letter of Interest
- Comprehensive Resume
- City Employment Application (if required)
- Minimum of three professional references

Applications should be submitted to:

### City of Nicholls

Attn: City Manager Recruitment

P.O. Box 218

Nicholls, GA 31554

Email: [bonaparte@cityofnichollsga.gov](mailto:bonaparte@cityofnichollsga.gov)

Applications will remain **open until filled**, with the first review beginning on July, 2026.

The City of Nicholls is an Equal Opportunity Employer and welcomes applications from qualified candidates dedicated to professional local government management.

*"Leadership • Integrity • Service • Community"*