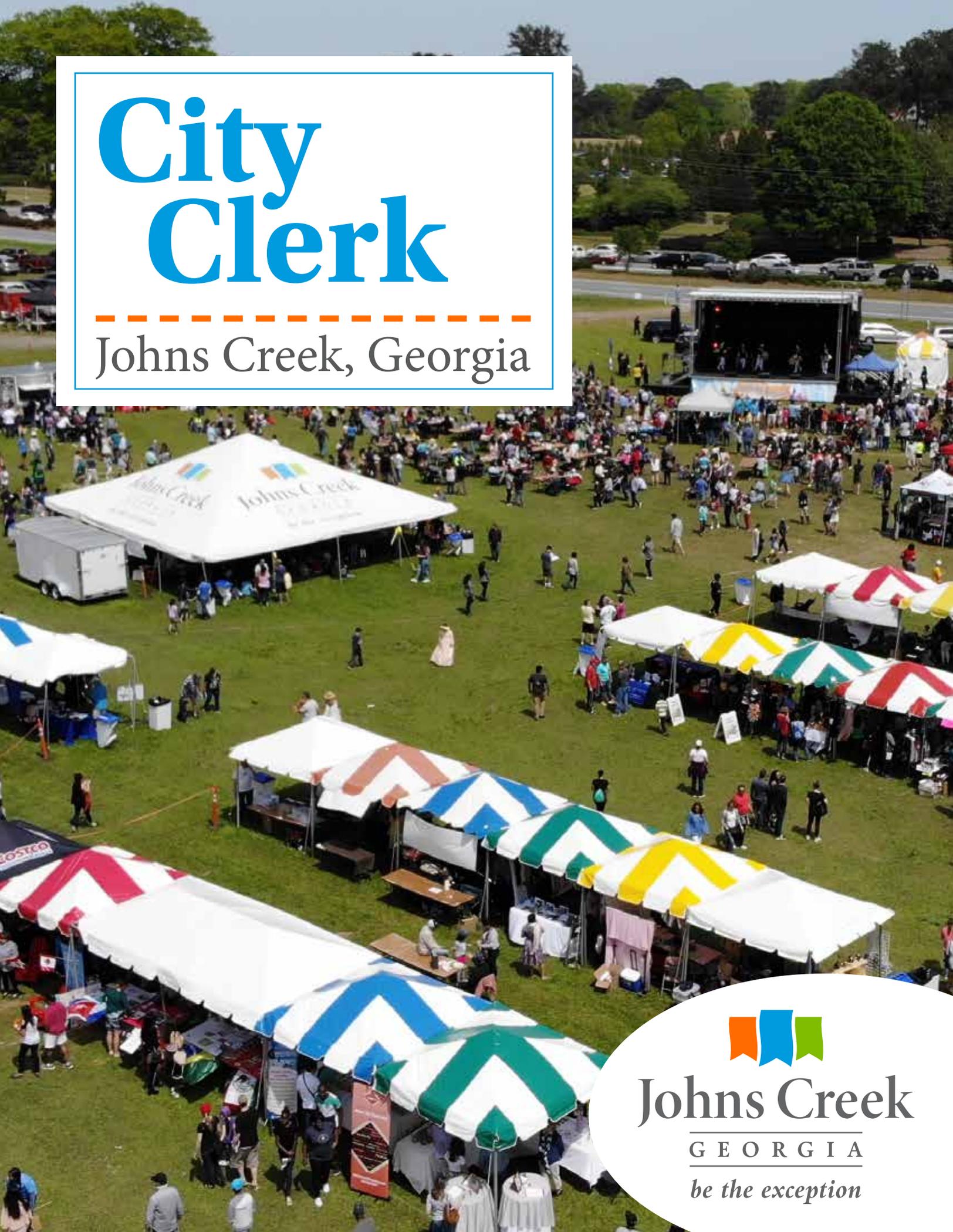


# City Clerk

Johns Creek, Georgia



Johns Creek

GEORGIA

*be the exception*

# The Community

The City of Johns Creek is ideally situated in north Fulton County, Georgia. The City is a northeastern suburb of Atlanta and home to over 85,000 residents who enjoy convenient access to world-class amenities. North Fulton County is an employment center and has experienced tremendous growth in jobs, housing, retail, and restaurants. The area enjoys easy access to rivers, lakes, and mountains and downtown Atlanta is just 27 miles to the southwest.

Established in 2006, Johns Creek is a relatively new city and is currently the 10th largest city in the state. This dynamic, thriving community has been widely recognized for its nationally-ranked schools, premier municipal services, safe neighborhoods, and cultural diversity.

The City has received numerous awards and accolades for its livability, including being ranked as #2 Safest City in Georgia by Safe Wise (2020) and #2 Best Place to Raise a Family by Niche.com (2020).

Johns Creek boasts abundant cultural, entertainment and recreational opportunities. The City is proud to be the home of Atlanta's only part-time, fully professional symphony orchestra, the Johns Creek Symphony Orchestra. The Johns Creek Arts Center offers classes and camps for aspiring artists in multiple media throughout the year.

Johns Creek hosts a variety of festivals and large special events, such as Founders Day in December, when the community celebrates the City's incorporation with activities and a parade. Other events include the Johns Creek Independence Day Celebration, the Johns Creek Arts Festival, and the Johns Creek International Festival.

The City has over 400 acres of parks and recreation facilities. Johns Creek is also home to six golf facilities (five private, one public) including the renowned Atlanta Athletic Club, host of the 2011 PGA Championship



Ranked the  
**“#2 Safest  
City in  
Georgia”**

-SafeWise

and selected to host the 2021 LPGA Championship.

The City is bordered by 13.5 miles of the Chattahoochee River, that provides endless opportunities for outdoor enthusiasts.

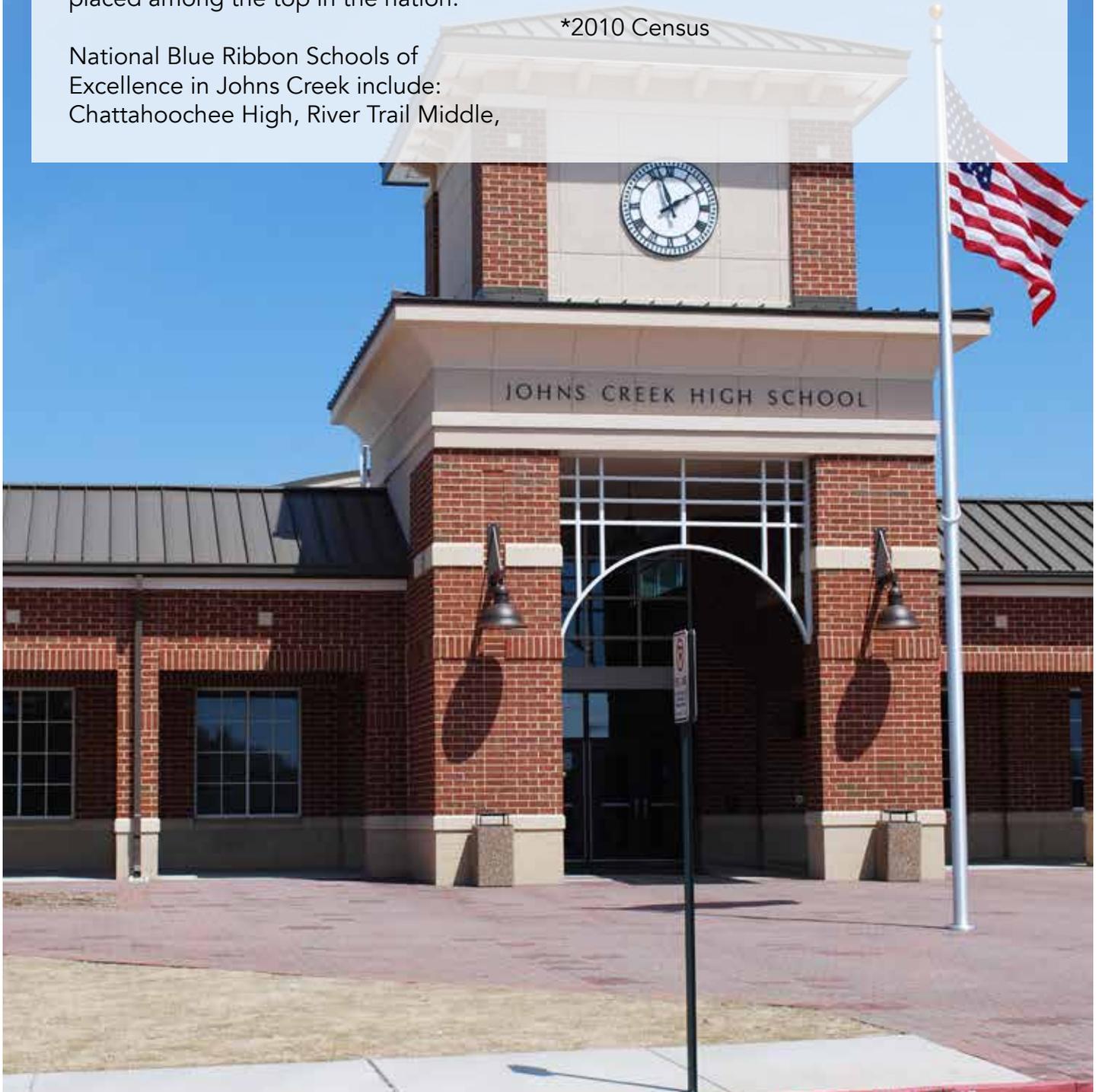
Johns Creek public schools are part of the Fulton County School System and not funded by the City. They are consistently placed among the top in the nation.

National Blue Ribbon Schools of Excellence in Johns Creek include: Chattahoochee High, River Trail Middle,

Medlock Bridge Elementary, State Bridge Elementary, Dolvin Elementary, and Holy Redeemer Catholic School. Northview High School has won the Governor's Cup for the state's highest SAT scores three times.

Johns Creek has an estimated median household income of \$106,950\* and a median home value of \$348,600.

\*2010 Census



# Government & Organization

The City of Johns Creek operates under the Council-Manager form of government. The City Council consists of the Mayor and six Council members who are elected at-large and serve four-year terms. Elections are staggered every two years.

The City Council carries out its duties in accordance with the City Code and the laws of the state of Georgia.

In December 2006, the effort to launch the City's government was expedited by hiring a consulting firm that provided most day-to-day municipal services (except for police and fire) for the first four years of cityhood. This public-private partnership, modeled after a similar plan in the City of Sandy Springs, was one of the most extensive in the country at the time.

As the City grew and matured, it reduced its reliance on consulting firms, but still utilizes small scale public-private partnerships when deemed efficient.



## About the Position

The City Clerk is responsible for providing management and support to the Mayor and Council in a fast paced and growing city government.



This position reports to the Mayor and Council and will be responsible for collaborating with city government officials.

The City Clerk ensures that the laws of the State of Georgia, ordinances, resolutions, rules and regulations of the City are faithfully executed and enforced.

The Clerk prepares agendas, attends meetings of the Mayor and Council, and recommends for adoption any measure deemed expedient.

He or she attests to the Mayor's signature on documents and is responsible for the custody of the City seal and all official City records.

The City Clerk is responsible for the custody of important public records, including but not limited to contracts, deeds, agreements, and minutes.

The Clerk serves as chief deputy registrar for the City. Duties include: maintaining the City's election records as required by State law; approving the City's final voter's list; accepting candidates' applications for Mayor and Council offices; preparing for and overseeing annual elections, and other duties as assigned.

The Clerk receives and responds to requests for information from the Mayor and Council City of Johns Creek citizens, and the general public (Open Records).

## Challenges & Opportunities

- The retiring City Clerk has served in the role since the creation of the City in 2006 and has developed a solid foundation for delivery of services required by the position. The new Clerk will be encouraged to review the operations of the Clerk's Office from the perspective of "new eyes" and build on that solid foundation while moving the office to the next level of professionalism and service delivery.
- The new Clerk will be expected to evaluate the process for developing minutes of Council meetings to ensure accuracy and to evaluate the process for preparing adopted ordinances to ensure codification is completed in a timely manner using the City's current vendor, Municipal Code Corporation.
- Johns Creek has a very engaged citizenry that seeks ways to participate in many of the decisions of their city government. The new Clerk will be tasked with evaluating the current processes for managing open records requests, properly retaining public records, and providing general information requested by the public with a goal of creating a more transparent government that builds greater trust with the citizens of Johns Creek.
- The City Clerk serves as Qualifying Officer for candidates wishing to run for a City office. The Clerk is also Superintendent of Elections working closely with Fulton County during the election process. The new Clerk will have the opportunity to evaluate the election structure and make recommendations to the Mayor and Council for changes if needed.
- In accordance with the City Charter, the new Clerk will be appointed by the Mayor, subject to approval by the Council, and work at the pleasure of the Mayor while performing duties required by the Council.
- It is imperative that the new Clerk create a working relationship that builds trust with all the

elected officials and demonstrates impartiality and a proper level of assertiveness when executing the duties of the Clerk's Office.

- The City has successfully used the Granicus/ Peak meeting and agenda management system for approximately three years. However, many of the software's capabilities have not been fully utilized that could further improve the management of the public meeting process, agenda development, and efficient production of minutes. The new Clerk will be expected to explore the capabilities of this system and implement appropriate changes.



## Ideal Candidate

The City of Johns Creek seeks a dedicated City Clerk who is ready to embrace the challenges and opportunities of the position in a diverse and growing community.

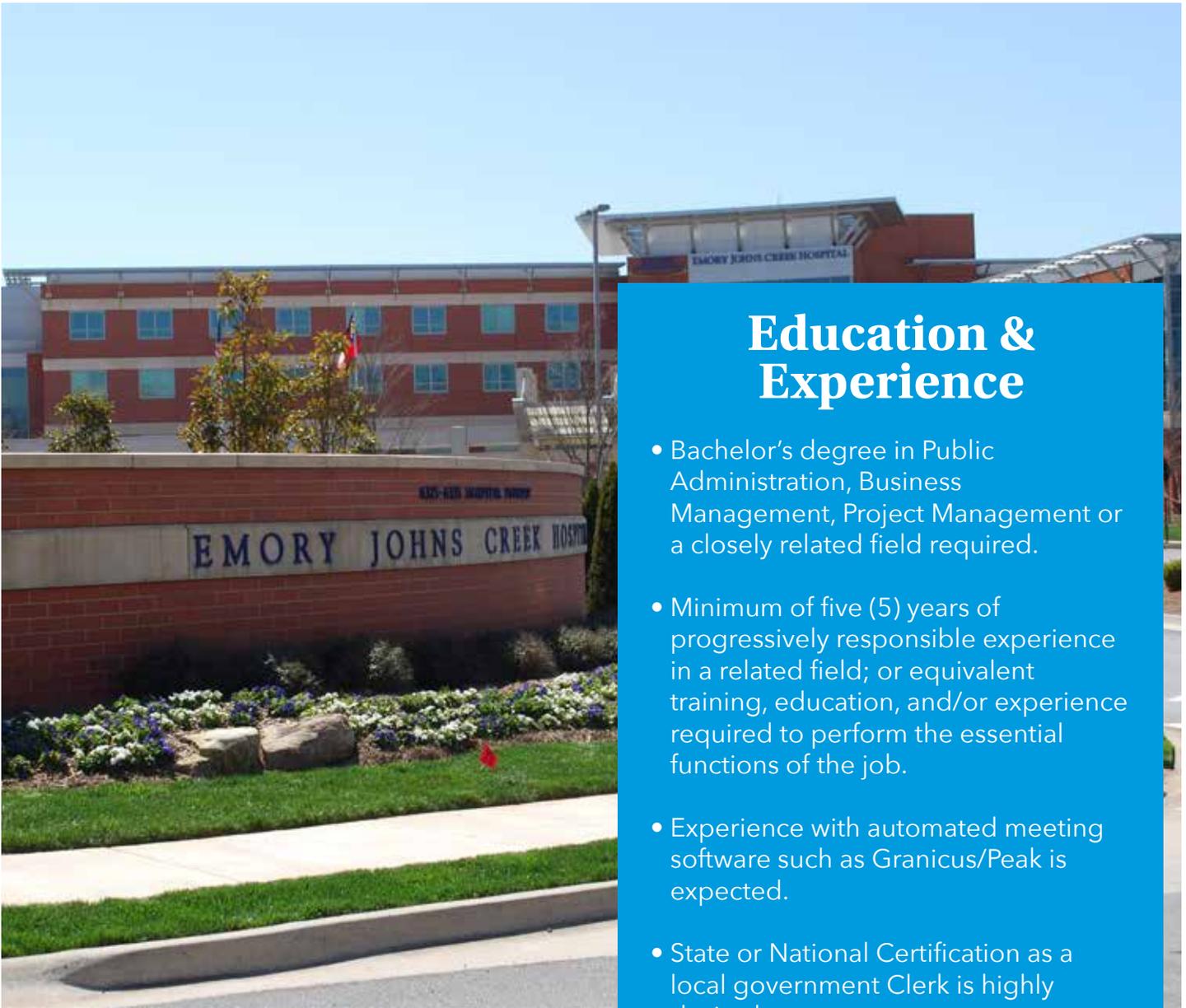
The new City Clerk must possess superior management skills particularly in the areas of electronic agenda coordination, compiling of information/data for review by the Mayor and Council and oversee the open records request process for the city.

The successful candidate will be expected to demonstrate a strong commitment to serving the citizens of Johns Creek. The candidate must demonstrate the ability to develop relationships and oversee the agenda setting process.

Additionally, the candidate should be a professional who is a dedicated team player and can quickly gain the confidence of the Mayor and Council. The candidate must have the ability to embrace change especially as it relates to new technology.

The new City Clerk must demonstrate exceptional interpersonal skills and have the exceptional ability to speak, read, and write.

The Clerk should have a strong knowledge of Robert's Rules of Order; ability to interface and collaborate with Elected Officials and Citizens; experienced in transcribing minutes; high attention to detail and ability to thoroughly review subordinates' work.



## Education & Experience

- Bachelor's degree in Public Administration, Business Management, Project Management or a closely related field required.
- Minimum of five (5) years of progressively responsible experience in a related field; or equivalent training, education, and/or experience required to perform the essential functions of the job.
- Experience with automated meeting software such as Granicus/Peak is expected.
- State or National Certification as a local government Clerk is highly desired.

## Application Process

Interested candidates must submit a cover letter, resume, at least five job related references, and salary history no later than **February 5, 2021** to: Lisa Ward, Senior Vice President, The Mercer Group, Inc., at **[lisaward912@gmail.com](mailto:lisaward912@gmail.com)**. Any questions please call 706-983-9326. Interviews are expected to be conducted the middle of March 2021.

The City of Johns Creek is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

In compliance with the Americans with Disabilities Act, the City Johns Creek will provide reasonable accommodations to qualified individuals with eligible disabilities (unless the disability precludes performance of the essential functions of the position).

# Compensation and Benefits

The City of Johns Creek offers a competitive compensation and benefits package including health, dental, life insurance, paid vacation and sick leave.

up to 5% into a 401(a) plan. Expected starting salary range will be between \$80,000 - \$90,000, depending on qualifications of the selected candidate.

The City provides eligible employees with a 457 Plan with the City contributing 12% of the employee's base pay plus matches the \$1:\$1



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## Resources

### **The Mercer Group**

Alan Reddish, Senior Vice Pres.

706-614-4961

107 Indigo Lane, Athens, Georgia 30606



**The Mercer Group, Inc.**

Consultants to Management