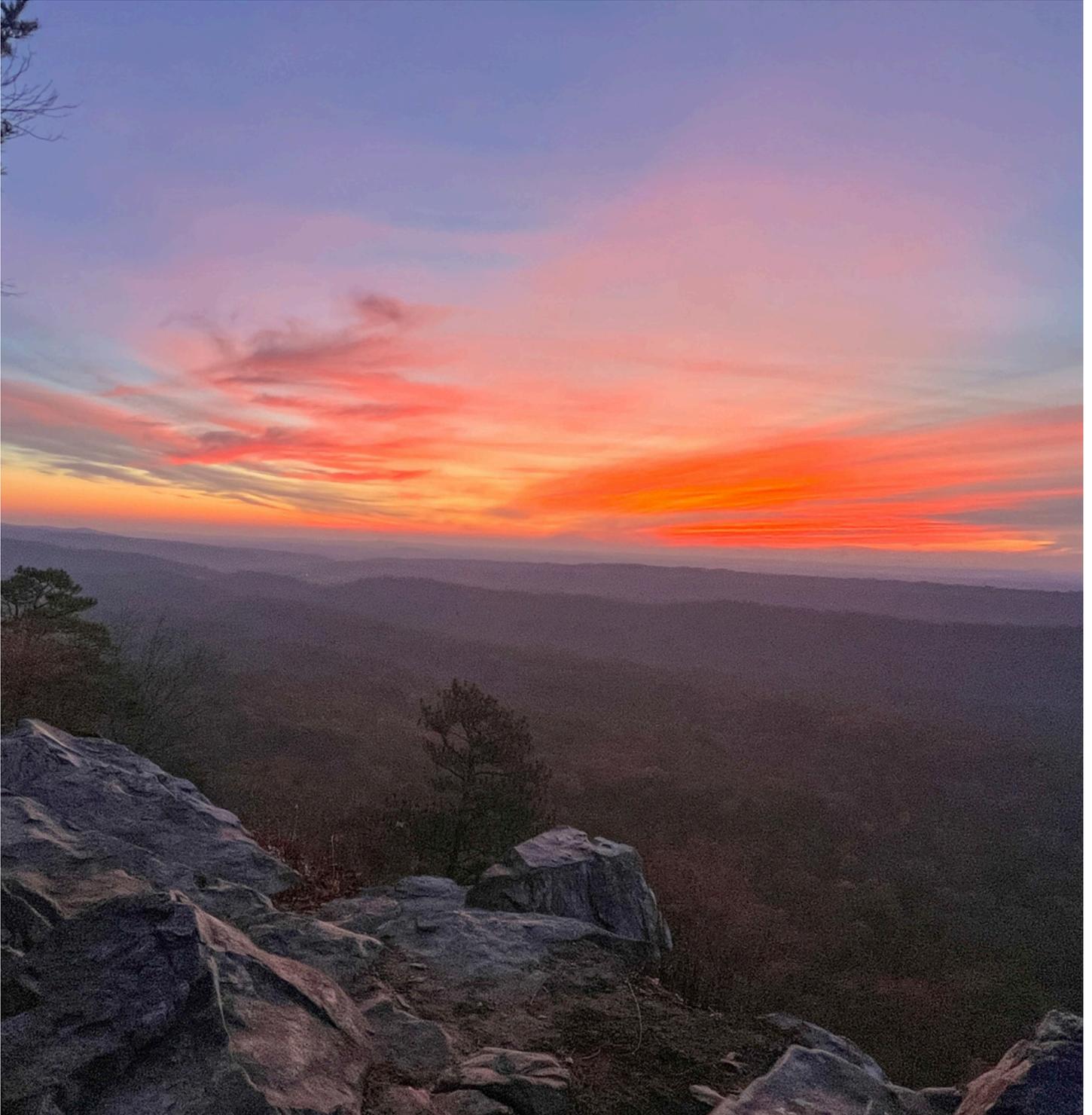


Assistant City Manager  
**PELHAM, ALABAMA**



Pelham is home to Oak Mountain State Park, which is known for its stunning views and a vast variety of outdoor activities.

# THE OPPORTUNITY



**A search is underway to attract a highly qualified candidate to serve as Assistant City Manager.**

This is an incredible opportunity to serve as the City's first ACM. Pelham hired its first City Manager almost seven years ago, and the results of having a city manager serve as the chief executive officer and manage the organization's day-to-day operations have clearly demonstrated to the community, city council, mayor, and staff the benefits of professional city management.

Pelham has taken on a leadership position in the county and across the state by sponsoring legislation to expand the role of Commercial Development Authorities, forging shared services agreements with adjacent cities, and participating in a multi-city solid waste authority. Last year, Pelham received the country's largest grant from the Federal Railway Administration and has been recognized by the ATC Institute for its excellent customer service to citizens, as reported in citizen engagement surveys.



# CITY GOVERNMENT

**The City of Pelham operates under the Mayor/Council form of government with a City Manager by ordinance.**

The Pelham City Council sets the overall vision and priorities through the annual budget. The Council also approves ordinances, which become the City's local law. The Mayor serves as the policy head of the City and appoints the Fire Chief and Police Chief with City Council approval. The City Manager is responsible for the day-to-day operation and leadership of the governmental functions in the City and serves as the City's Chief Executive Officer. The City Manager receives direction from and reports to the City Council, has 16 direct reports and is responsible for a staff that includes 300 full-time and 100 part-time and seasonal team members.



The City of Pelham has an exceptional team of department heads whose members appreciate the city government's interdependent nature. Trust is high in the group, and each member is supported and encouraged professionally and personally. We have recruited an outstanding and diverse group of leaders which includes veteran Pelham employees, those with senior-level experience at other municipalities, including Birmingham, Tuscaloosa, Alabaster, Pensacola, Florida, Norman, Oklahoma, and Buffalo, New York, and industry experts from the private sector fields of hospital administration, engineering, and higher education. Others are paying attention to the high-caliber leadership team in Pelham and the positive impact we are making in our community. Pelham's previous Director of Development Services was appointed as the Shelby County Engineer, and the former Director of Parks & Recreation was recruited to the City of Asheville, North Carolina, one of the country's fastest-growing cities.

# THE COMMUNITY

Incorporated in 1964, Pelham is Shelby County's second-largest city with more than 24,000 residents. Pelham boasts unmatched indoor and outdoor recreational opportunities, a community-inspired school system, and a diverse mix of businesses of all sizes. Our residents enjoy an unparalleled quality of life.

Pelham, Alabama, is a recreation and entertainment destination which helps the City offer and maintain premier amenities and services that enhance the quality of life for those living, working, and visiting the city.

Consistently ranked one of the safest cities in Alabama, Pelham is recognized as One of America's Best Small Towns (Money Magazine), Best Suburbs to Buy a House in America, Places to Live in Alabama, and Places with the Best Public Schools in Alabama (Niche).

Extensive information regarding Pelham and the investments in services and amenities can be found on the City's website, [www.pelhamalabama.gov](http://www.pelhamalabama.gov).



## LIVING IN PELHAM

Pelham is home to Oak Mountain State Park, Alabama's largest, at 11,584 acres. It draws nearly 780,000 visitors per year.

Ballantrae Golf Club is a favorite for residents and visitors amongst public golf courses and was recently ranked the 4th best public golf course in Alabama (Best Things Alabama).

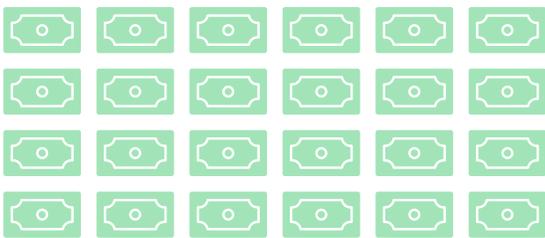
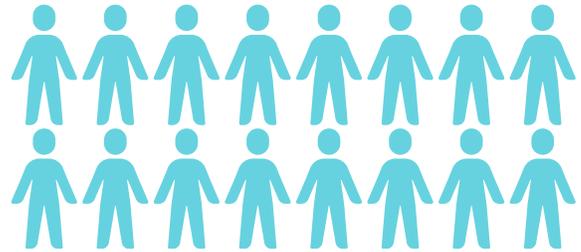
The Pelham Civic Complex & Ice Arena is home to The Birmingham Bulls, a Southern Professional Hockey League team, and boasts two NHL size sheets of ice and more than 7,000 square feet of banquet space.

The Pelham Racquet Club hosts an annual United States Tennis Association Pro Circuit women's tournament that attracts top players from around the world.



# BY THE NUMBERS

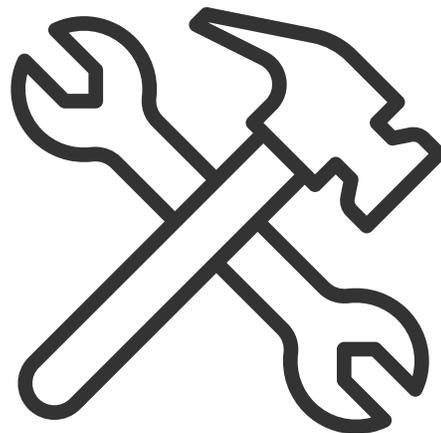
POPULATION  
**24,755** 2.4% increase since 2020



MEDIAN HOUSEHOLD  
INCOME **\$81,606**  
In 2021 dollars



TOTAL CITY  
BUDGET  
**\$70M**



ACTIVE CAPITAL  
PROJECTS  
**65**

# THE POSITION

Assists the City Manager in managing all facets of city government, oversees operational departments, serves as a liaison to committees, leads internal and regional efforts, provides professional staff assistance, conducts organizational analysis, prepares reports, supervises operations, responds to citizen requests, coordinates projects, and represents the City Manager when needed.

## ESSENTIAL DUTIES

- Serves as a member of the City's senior executive team. Assists in developing overall citywide policies and budgets for consideration by the Council.
- Serves as project leader in projects involving multiple departments and external partners.
- Directly supervises department heads in assigned operational areas.
- Serves as contract manager, administrator, or monitor for a variety of complex agreements
- Serves as the City Manager's designee, liaison, or representative as assigned.
- Researches topics, analyzes and interprets data, and prepares recommendations on a variety of topics.
- Oversees staff coordination and provides technical advice for assigned boards, and committees and provides policy assistance and staff support.
- Responds to more complex citizen complaints and requests for service. Works with members of the public to explain policies and programs and obtain feedback.
- Assists in emergency operations and incident management activities as assigned.
- Researches statutory and legislative documents and monitors legislative action as necessary.
- Utilizes knowledge of best practices and emerging technology to make recommendations to improve service and efficiency.

# IDEAL CANDIDATE

The ideal candidate will be passionate about serving both the public and the City's employees, a quick learner with an insatiable desire to help make Pelham the best community in Alabama. The candidate must have unwavering integrity with a clear sense of right and wrong and fearlessness to always do the right thing.

The City is looking for the following skills, attributes, and characteristics in the Assistant City Manager:

## VULNERABLE

Someone who doesn't always have to have the right answer; yet looks to others to help find the best answer.

## DRIVEN TO BRING PROFESSIONALISM

Professional city management is in its infancy in Alabama, and this person has to be okay with that and be willing to lead others toward a better way of doing things with patience, education, and understanding.

## HUMBLE

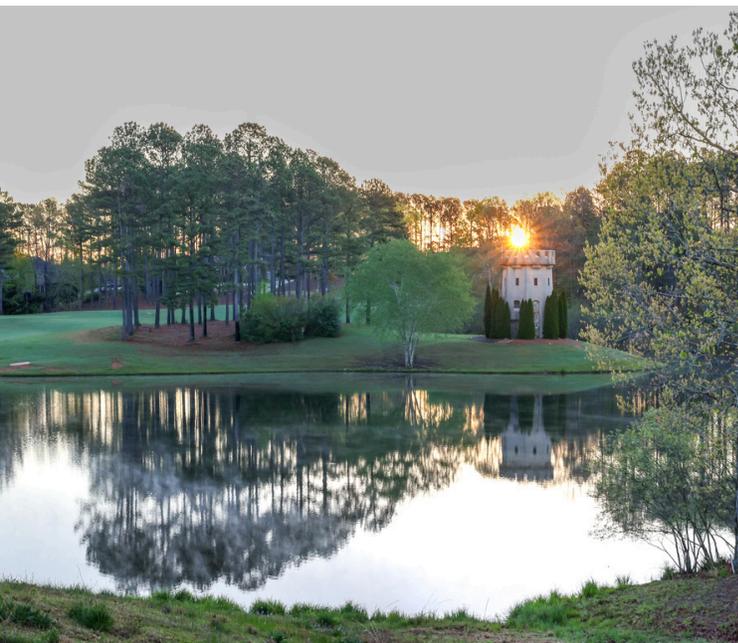
An approachable leader who listens to all types of feedback, is willing to act, and accepts responsibility for mistakes.

## COLLABORATIVE

A genuine individual who builds strong relationships with the public, staff, elected officials, other local governments, and all city stakeholders.

## STRATEGIC

Outstanding city management requires thinking beyond what is right in front of you and anticipating potential problems long before they are evident.



# QUALIFYING CRITERIA

## EDUCATION

A Bachelor's Degree in Public Administration, Political Science, Business Administration, Business Management, or a closely related field is required. A Master's Degree in Public Administration, Business Administration, Management, Political Science, or a related field is strongly preferred.

## EXPERIENCE

A minimum of ten years of broad governmental experience in various aspects of municipal or county operations, or an equivalent level of experience in a related industry with regular interaction with local government.

## ADDITIONAL PREFERRED EXPERIENCE

Prior or current membership in the International City/County Management Association with current membership in a resident state association. Demonstrated leadership in promoting professional city/county management through volunteer boards, committees, or other activities.

Completion of professional courses such as ICMA Executive Leadership Academy or similar and/or state association-accredited courses through colleges and universities.

## COMPENSATION & BENEFITS

The starting salary range is \$99,350 to \$135,400 and is based on qualifications and experience. The City provides an excellent array of benefits, including Tier I retirement through the Retirement Systems of Alabama and health, dental, and vision insurance. A complete list of benefits is available at [www.pelhamalabama.gov](http://www.pelhamalabama.gov).

## APPLICATION PROCESS

Email your cover letter and resume to Human Resources Director Tracy Hill at [HR@pelhamalabama.gov](mailto:HR@pelhamalabama.gov). The first round of applications will be reviewed on May 20, 2024.