

City of Smyrna, Georgia

Local Government Management Fellowship

2019-2020

The Smyrna Community



Smyrna is located about 10 miles northwest of Atlanta, Georgia and is considered an integral part of the Metro Atlanta area. Known as the "Jonquil City," it derives this name from the thousands of jonquils that flourish in gardens and along the streets in early spring.

Almost 60,000 residents call Smyrna home, and this area of Cobb County continues to be attractive for residential development. Smyrna's demographic profile shows its residents are younger and have a higher per capita income as compared with the Atlanta Metropolitan Statistical Area. Our neighborhoods are diverse in style and are doubly enriched with diversity and community spirit.



Over the years, the City of Smyrna - covering approximately 15 square miles - has developed into a vital and active member of the regional landscape.

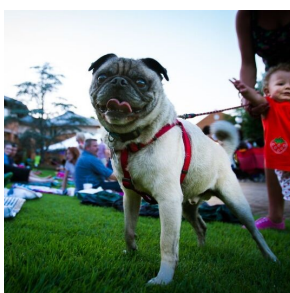


- ◆ 15-minute drive from downtown Atlanta
- ◆ Revitalized and active downtown area includes a library, community center, retail development and mixed-use development, city hall and charming homes
- ◆ Charming neighborhoods with a vast array of amenities for residents and businesses
- ◆ Parks, jogging trails, pools, lighted tennis courts, public golf courses and much more
- ◆ Day camps, sports and recreational activities for children to seniors

The Organization



The City of Smyrna operates under a form of government with Mayor and Council members representing seven wards. Mayor and Council are elected by the people for four-year terms. The governing body appoints a City Administrator to serve as the City's chief administrative officer. Smyrna employs 452 full-time and part-time employees and manages a Total Budget of 92 million dollars for FY 2019. City departments include:



- ◆ Administration
- ◆ Fire Department
- ◆ Parks and Recreation
- ◆ Community Development
- ◆ Human Resources
- ◆ Police Department
- ◆ Community Relations
- ◆ Information Systems
- ◆ Public Works
- ◆ City Engineering
- ◆ Keep Smyrna Beautiful
- ◆ Smyrna Public Library
- ◆ Finance

The Management Fellowship

Housed in the Administration Department, the City of Smyrna Management Fellow Program is designed to provide a comprehensive experience for post-graduate students with an interest in city management. Fellows perform a wide variety of duties that will strengthen their local government competencies and leadership skills.

The position is a full-time, limited term fellowship (one year) with the option of extending to two years.

The City Administrator serves as the immediate supervisor to the Management Fellow.

Commitment to Mentoring the Fellow

The Fellow will be mentored directly by the City Administrator and Assistant City Administrator through both scheduled and informal meetings. The Fellow will also be encouraged to seek professional guidance from department heads and other staff that relates to their interests.

In addition to attending the ICMA National Conference, the Fellow will become a member of the Georgia City-County Management Association and attend the biannual state conferences. The Fellow will also have an opportunity to attend the Southeast Regional ICMA Conference instead of a biannual state conference.

The Fellow will be invited to attend monthly regional City Manager Luncheons and bimonthly Assistant City Manager Luncheons.



City Management



Tammi Saddler Jones served as the Assistant City Administrator for the City of Smyrna from December 2009 until April 2017, having been appointed Interim City Administrator in April 2017. She was appointed City Administrator May 15, 2017.

Prior to joining the Smyrna staff, she served as the Assistant Town Manager in the Town of Berlin, Connecticut from 2006 to 2009. Her past work experience also includes serving as the Assistant to the City Administrator for the City of League City, Texas for six years.



Scott Andrews has worked in local government for 15 years, and has served as the Assistant City Administrator for the City of Smyrna since September of 2017.

Andrews previously served the City of Sugar Hill, Georgia as their Economic Development Director from 2014 to 2017. His past work experience also includes serving the City of Temple Terrace, Florida from 2003 to 2014 in numerous leadership roles.

Management Fellow Work Plan

The Management Fellow is tasked with challenging, high-level projects in the City Administrator's office and other city departments. To provide a maximum benefit to the Management Fellow and the City of Smyrna, as well as to provide a broad array of realistic municipal experience, the City of Smyrna will provide ongoing tasks and responsibilities and will also allow flexibility for the Fellow to select project areas that might interest him/her.

Description of Potential Projects for 2019-2020

Administration

- ◆ Development of City codes, ordinances, policies, and procedures across all departments
- ◆ Assist in departmental budget development activities, financial research, and program recommendations
- ◆ Attendance and participation in all City Council meetings and Work Sessions
- ◆ Attendance at department head/senior level management meetings
- ◆ Assist with planning and facilitating yearly Citizens Academy program
- ◆ Assist with planning and facilitating Smyrna Youth Council program
- ◆ Assist the Assistant City Administrator with the 2020 Census Complete Count
- ◆ Researching and applying for Bike-Friendly and Walk-Friendly Status
- ◆ Writing content for social media, newsletters, and blogs
- ◆ Help support the meetings of the Community Housing Team and Smyrna United Task Force on Diversity and Inclusion

Finance

- ◆ Attend and participate in operational budget request meetings for all departments
- ◆ Attend Capital Improvement Plan (CIP) budget request meetings
- ◆ Serve on Request For Proposal (RFP) Bid review committees and assist in developing RFP Bid packets

Human Resources

- ◆ Serve as Administration Department representative on the Accident Review Committee
- ◆ Develop evaluation documents, assist with system set up, and create policy development/updates for new MUNIS performance appraisal program

Keep Smyrna Beautiful

- ◆ Compile required documents and coordinate submission for the Atlanta Regional Commission's Green Communities designation
- ◆ Assist with implementation of sustainability initiatives
- ◆ Assist with vendor research and recruitment for Smyrna's Outdoor Market

Community Relations

- ◆ Assist the department in developing content for the City's YouTube channel
- ◆ Edit content for the Administration Department on the City's website

Police Department

- ◆ Compile research for the development of a policy and procedures for suspending or revoking businesses licenses for criminal behavior

