



CITY MANAGER

TYBEE ISLAND, GEORGIA

First Review of Applications: May 21, 2024



PUBLIC SECTOR EXECUTIVE RECRUITMENT

THE COMMUNITY

Tybee Island (population ranges est. 3,132 to 40,000+ during tourism season), a picturesque barrier island and small city near Savannah, Georgia, is known for its expansive sandy shores, historic landmarks like the Tybee Island Light Station & Museum, and the inviting atmosphere exuded by its community. Situated as the northeastern most gem among Georgia's Sea Islands, Tybee Island is a slice of paradise within the state's Lower Coastal Plain region. Its northern region is steeped in history, boasting Fort Screven's 19th-century gun batteries and the enduring Tybee Island Light Station & Museum, a well-preserved 18th-century lighthouse that serves as a symbol of the island's allure. The island continues to captivate tourists from around the globe, with visitor numbers growing steadily from 4.8 million in 2017 to six million in 2023.

Tybee Island boasts a tight-knit community and is a coastal haven bursting with creativity. With an abundance of activities ranging from strolls along tranquil beaches to immersive explorations of historic landmarks, Tybee offers an adventure for every soul. Explore the vibrant charm of Tybee Island by diving into its dynamic arts scene with galleries and artisan shops or attend one of its exciting festivals and events. Indulge in nostalgia at the Tybee Post Theater, or commune with resident turtles at the Tybee Island Marine Science Center. Delight in aquatic excursions or savor local flavors at charming eateries. Uncover Tybee's rich history, from its Native American roots to pivotal civil war monuments. Surrounded by water, outdoor enthusiasts can immerse themselves in Tybee's natural beauty.

Discover a rich cultural heritage, vibrant arts scenes, historic sites, and diverse dining options that reflect the area's unique blend of southern and coastal cuisine. Tybee Island, with its laid-back charm and unique character, can be described as quirky in delightful ways! Tybee Island is more than just a destination; it is a coastal haven brimming with creativity and warmth, ready to welcome visitors with open arms to experience its unique blend of history, culture, and natural splendor.



THE ORGANIZATION

The City Council is an elected body, made up of one elected Mayor, and six elected City Council members. Each City Council member is elected to serve a four-year term. Council Members are elected at-large and are non-partisan. The City has a staggered election cycle where three seats are up for re-election every two years. The Mayor's seat is up for re-election every four years. The Council is responsible for appointing the City Manager who serves as the chief administrative officer for the City. Moreover, the City Council also adopts the annual budget, levies taxes, and appropriates funds for the operation of the City; adopts policies for City operations; adopts ordinances and resolutions; and approves contracts for City services and products.

Tybee City Council Strategic Goal Initiatives:

- Prioritize capital projects to help guide staff in the development of the capital improvement plan
- Continue management of beach re-nourishment, north end dune and beach erosion, and back island flooding
- Develop economic development and tourism to strengthen ecotourism and expand existing “buy local” campaigns
- Design a water/sewer funding plan

With an FY 24 budget of \$17.8 million, the City of Tybee sustains a workforce of 142 active full-time employees. Tybee Island is a vibrant, unique, and strong community with a thriving tourism economy and strong neighborhood ties. Citizens are engaged and careful tenders of their Island home, while providing a warm welcome to visitors.

[Click here to view the City of Tybee Organizational Chart.](#)

[Click here to view the 2024 Master Plan.](#)

VISION

To make Tybee Island the premier beach community in which to live, work, and play.

MISSION

To provide a safe, secure and sustainable environment by delivering superior services through responsible planning, preservation of our natural and historic resources, and partnership with our community to ensure economic opportunity, a vibrant quality of life, and a thriving future.



THE POSITION

The City Manager oversees the comprehensive planning, direction, and supervision of all municipal employees. Their primary responsibilities include ensuring the efficient administration of City policies and affairs, as well as spearheading policy development and implementation. Reporting directly to the Mayor and City Council, the City Manager operates within a departmental budget of \$1.16 million. The City Manager oversees a diverse team, including the Assistant City Manager, Finance Director, Human Resources Director, Parking Services Manager, Community Development Director, Municipal Court Director, Communication and Outreach Director, City Engineer, Police Chief, and Fire Chief.



Additional responsibilities of the Tybee Island City Manager include:

1. Administrative Management:
 - Overseeing daily City government operations
 - Supervising and evaluating department heads
 - Implementing policies and directives from the Mayor and City Council
 - Developing materials for meetings and presenting recommendations
2. Financial Oversight:
 - Managing the City's budgets, including capital, operating, and personnel
 - Coordinating budget processes with the Mayor and City Council
 - Presenting annual budgets and financial reports
3. Community Engagement and Representation:
 - Serving as a liaison between the Mayor/City Council and the public
 - Representing the City at various meetings, ceremonies, and social functions
 - Establishing relationships with federal, state, and local agencies, associations, and media
4. Strategic Planning and Development:
 - Developing long- and short-term plans for City operations
 - Guiding departmental work programs based on the Master Plan (Comprehensive Plan)
 - Promoting economic development activities and acting as the City's principal liaison
5. Professional Development and Education:
 - Attending educational classes, conferences, and seminars for professional growth
 - Serving on various boards, commissions, and government authorities
 - Acting as the City's grant officer
 - Exercising responsible judgment in resolving citizen inquiries and conflicts

LEADERSHIP OPPORTUNITIES

The incoming manager will face several key issues and priorities, necessitating a delicate balance between tourism, community life, and business interests. Priority organization processes will address long-term water supply concerns, streamlining the event permitting process to ensure public safety, and tackling beach nourishment and the North End dune erosion problem to preserve the island's natural assets.

Efforts will also be directed towards beach nourishment initiatives to maintain the island's attractiveness, as well as securing adequate funding for water and sewer infrastructure projects to ensure a sustainable water supply to support both residents and visitors. Understanding the technical aspects of developing a comprehensive master plan for city parks will enhance recreational opportunities and quality of life for residents and tourists alike. Additionally, attention needs to be given to improving information technology infrastructure to enhance municipal operations and service delivery.

With these improvements, existing policies and procedures need to be evaluated and updated, or new ones created to streamline a single City operation manual. Collaborating, managing expectations, and being a confident decision-maker throughout each change help to ensure buy-in and support.

By effectively managing these priorities and improving county, state, and federal partnerships, the next City Manager will contribute to the sustainable growth and prosperity of Tybee Island while preserving its unique charm and character.



DESIRED CAPABILITIES

The City Manager must be an ethical leader who will establish positive relationships with the Mayor, City Council and staff as well as other stakeholders, including regional government entities and environmental groups, demonstrating adept trust-building skills. Effective communication – both written and verbal, and taking the time to listen, and provide options or guidance - is paramount, ensuring clear guidance and regular updates with the City Council and proactive sharing of critical information to prevent surprises.

Moreover, the successful candidate will demonstrate how they prioritize responsiveness and professionalism in communication, emphasizing thoroughness in addressing inquiries. It is important that the City Manager actively engages with Tybee employees, delegates responsibilities, and collaboratively plans development, essential for effectively managing the island's complex budget. Staff would like to be supported with the tools they need to complete the job, enhancements to salary and benefits, and a work culture where employees feel their contributions have influence and are valued. Transparent problem-solving will facilitate informed decision-making and successful governance.

Additionally, the City Manager is expected to possess a comprehensive understanding of public administration principles, human resource management, governmental accounting, relevant laws, and share a passion for local government. Insight into the City's demographic and economic profile informs strategic planning, while proficiency in public relations fosters positive community engagement. Expertise in grant application techniques is essential for securing external funding opportunities crucial for municipal initiatives. Coastal experience is highly valued for addressing the unique challenges and opportunities presented by the island's environment.

Communication, leadership, and consistency are some of the defining qualities of an effective city manager. Coupled with strong financial acumen, being vision-oriented, and enjoying a good sense of humor, these capabilities equip the City Manager to navigate municipal management effectively, ensuring the prosperity and well-being of Tybee Island.

EDUCATION AND EXPERIENCE

The successful candidate will hold a master's degree in public administration or a related field and progressively responsible related experience, or equivalent combination of education and experience, and must be able to be bonded. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia is required.



COMPENSATION AND BENEFITS

The starting salary for this position will be \$155,883 - \$165,111 depending on qualifications and experience, and subject to negotiation. The City of Tybee Island provides a comprehensive benefits package that includes health, dental, vision, supplemental, accidental, and life insurance, deferred compensation, and deferred benefits programs. The pre-employment process for the candidate would include a background check (including criminal history, education verification, references, credit check, and driving record check), and a drug screen.

Residency is not required but encouraged. Relocation is negotiable.



APPLICATION PROCESS

Qualified candidates please submit your cover letter and resume online at:

www.governmentjobs.com/careers/bakertilly

This position is open until filled; however, interested applicants are strongly encouraged to apply no later than May 21, 2024.

For more information, please contact Anne Lewis at anne.lewis@bakertilly.com or 703-923-8214.

For more information about Tybee Island, visit www.cityoftybee.org.

The City of Tybee Island is an Equal Opportunity Employer.



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