



## VOICE FOR THE PEOPLE

**Knowledge is Power; and Elections have Consequences!**

(404) 344-3710 edpittman26@bellsouth.net [www.earnestinedpittman.com](http://www.earnestinedpittman.com)  
Vol 9 May 22, 2023

### PROPOSED FY 24 BUDGET REVIEW # 4 D

## SETTING THE RECORD STRAIGHT ABOUT LIES AND MISINFORMATION BY THE CITY MANAGER AT THE CITY MANAGER'S BUDGET OPEN HOUSE ZOOM MEETING

The City Manager's Budget Open House was a total disaster. First of all, it lasted for only one hour. Secondly, the City Manager and three other Administrative Staff Members did all the talking with no feedback or follow-up questions from the Residents. Thirdly, the questions were written, and one Resident asked multiple questions. And lastly, but not least the Residents were told repeatedly to look up the Budget on the City's website for answers.

As I have been saying for years, the City Manager and his STAFF do not REPRESENT the Residents, so why waste time asking them questions. They are only going to say what the City Manager wants them to say, and who can blame them. They want to keep their jobs. Mayor and Council REPRESENT the Residents. Why were they missing in action? They could not want to face the Residents! WHY? There are nineteen pages below to answer that question. Please disregard the other identifications with the word "EXHIBIT" in front of the number. That information is part of another file.

1. Page 1: Defines "EXECUTIVE". The State of Georgia requires ALL government Budgets to use the same Budgeting Guidelines and Numbering for Accounts and Departments. Nowhere in any Budgeting Guidelines will you find the word "EXECUTIVE" to mean the Mayor's Office, City Manager's Office, and the Legal Department.
2. Page 2: Feb 2020 Proposed Budget Amendment # 2 Operation: See City Council/City Clerk under Expenditures and "ADMINISTRATION", that is the City Manager.
3. Page 3: The first time first and ONLY time that the "Office of Equity, Inclusion, and Empowerment" is found in any Council Minutes. See the words "the creation of" Mayor and Council never VOTED to CREATE the Office.



Date: Feb. 2022

2

City of East Point  
FY 2022 Proposed Budget Amendment #2 Operation

EAST  
POINT

General Fund - Revenues	FY 2022 Council Amended	City	Change	Proposed Budget Amendment	Comments
Taxation	\$ 28,539,098	\$ 2,912,813	\$ 1,609,384	\$ 30,148,482	
Licenses & Permits	2,912,813	23,000	-	2,912,813	Real Property, L&P, Intermittents, 87.9K
Intergovernmental Revenue	23,000	327,281	-	23,000	
Charges for Services	327,281	601,000	-	327,281	
Fines & Penalties	601,000	12,000	-	601,000	
Investment Income	12,000	1,092,272	-	12,000	
Miscellaneous Revenue	1,092,272	9,812,389	130,453	1,162,725	Back to School, 5K; Healthy Point, 8K; Building Rentals, 107.4K; Parks & Rec, 10K
Other Financing Sources	9,812,389	5,300,000	-	9,812,389	
General Fund Balance Transfer-In	5,300,000	1,347,894	-	5,300,000	
Federal Revenue (ARPA)	1,347,894		-	1,347,894	
<b>Total Revenues</b>	<b>\$ 49,807,747</b>	<b>\$ 1,739,817</b>	<b>\$ 81,607,904</b>	<b>\$ 81,607,904</b>	

12.18.b

General Fund - Expenditures	FY 2022 Council Amended	City	Change	Proposed Budget Amendment	Comments
City Council/City Clerk	\$ 1,472,403	\$ 69,000	\$ 1,530,403		
Executive	3,919,799	(15,000)	3,903,799		Back to School, 5K; Healthy Point, 8K; Wednesday Wine Down expenditures, \$75K
Administration	13,140,437	300,000	13,440,437		Fulton County Arts match, \$5K; Georgia Council for the Arts match, \$10K
Judicial	1,132,752		1,132,752		Various operational expenditures, \$300K
Police	14,210,309	9,063	14,229,372		Police, 9,063 operational expenses
Fire	10,558,873		10,558,873		
Public Works	1,854,073		1,854,073		
Parks & Recreation	1,238,671	103,760	1,342,431		Parks & Recreation, 10K (restricted flag football sponsorship); 990K City Bill; \$3,7K gas
Planning & Community Development	1,448,830		1,448,830		
Economic Development	750,810		750,810		
Transfer Out			1,457,879	1,457,879	Transfer to restricted grants matching funds (LSAP, 19 & 21, LMG and Arts) \$233,379K; Transfer to Capital Plan, \$75K; Community Park; Operating Transfer to Solid Waste, \$894,409; Customer Care, \$80K; Transfer to fleet vehicle purchase, 81,2K; Transfer to I.T., 80K.
<b>Total Expenditures</b>	<b>\$ 49,525,915</b>	<b>\$ 1,943,642</b>	<b>\$ 51,469,557</b>	<b>\$ 51,469,557</b>	
<b>Revenues Over/(Under) Expenditures</b>	<b>\$ 281,832</b>	<b>\$ (203,825)</b>	<b>\$ 178,007</b>	<b>\$ 178,007</b>	

Packet Pg. 301

**Finance**

**SUBJECT:** Council Discussion and Possible Action on Fiscal Year 2023 Budget Amendment # 1

**TYPE:**

**DATE SUBMITTED:** \_\_\_\_\_ **DATE WORK SESSION:** 02/13/2023 **DATE COUNCIL MEETING:** \_\_\_\_\_

**City Council ACTION REQUEST ON:**

**CITY OF EAST POINT  
CITY COUNCIL AGENDA ITEM**

**SUBJECT:** Fiscal Year 2023 Budget Amendment #1

- RECOMMENDATION     DISCUSSION                       STATUS REPORT
- ORDINANCE                       RESOLUTION                       OTHER

**Date Submitted:** 1/23/2023 **Work Session:** 2/13/2023 **Council Meeting:** 2/20/2023

**BUDGET IMPACT:** Increase the adopted Fiscal Year 2023 budget by \$10,136,870.

**PURPOSE:** To amend the adopted fiscal year 2023 Budget from \$178,654,093 to \$188,790,963.

**HISTORY:** Budgets are based on revenues. The City approved the M.O.S.T. revenue for water and sewer infrastructure maintenance and replacement. The City is using American Rescue Plan Act funds for governmental capital projects, Water Resource infrastructure projects and the creation of Equity, Inclusion and Empowerment department. Electric fund balance transfer to budget for Electric capital projects. The transfer of General funds for capital projects and solid waste operations. The funds will be used to retain and attract Public Safety personnel and provide required capital to carry out critical daily operations.

**FACTS AND ISSUES:** This amendment results from (i) Increased Tax Revenues and Contribution Revenues, (ii) Increased capital expenditures, (iii) Increased operational expenditures for various Funds.



4

Date: Feb. 20, 2023 Council Meeting

4.22.a

East Point  
Georgia



Attachment: FY2023 Budget Amendment #1 (7128 : FY 2023 Budget Amendment #1) \*

General Fund - Revenues	FY 2023 City Council Adopted	Change	Proposed Budget Amendment	Comments
Permits	\$ 35,216,984	-	\$ 35,216,984	
Rental Revenue	2,695,336	-	2,695,336	
Services	25,000	-	25,000	
Utilities	456,100	-	456,100	
Income	600,000	-	600,000	
Other	25,000	-	25,000	
Grants	1,165,200	31,569	1,196,769	Council Donations (\$8.1K); P&R, Flag Football and Rental Fees (\$18.2K); Healthy Point Contributions (\$5.3K)
Other	10,557,271	-	10,557,271	
<b>Total</b>	<b>\$ 50,740,891</b>	<b>\$ 31,569</b>	<b>\$ 50,772,460</b>	
				Transfer In: ARPA funds Office of Equity, Inclusion and Empowerment

Attachment: FY2023 Budget Amendment #1 (7128 : FY 2023 Budget Amendment #1) \*

General Fund - Expenditures	FY 2023 City Council Adopted	Change	Proposed Budget Amendment	Comments
City Clerk	\$ 1,245,040	225,000	\$ 1,470,040	Wednesday Wine Down (\$175K) and Juneteenth (\$50K)
Executive	4,151,063	990,292	5,141,355	Office of Equity, Inclusion and Empowerment (\$1mil); Healthy Point (\$292); Decr. Art. (-\$10K)
Information Systems	14,981,678	610,000	15,591,678	Transfer-Out: Solid Waste, (\$300K); Capital Project, Art (\$10K); Contingencies, (\$300K)
Personnel	1,058,989	-	1,058,989	
Police	13,635,779	176,100	13,811,879	City Bills (\$176.1K)
Public Works	8,770,745	39,053	8,809,798	City Bills (\$39K)
Recreation	2,171,466	-	2,171,466	
Community Development	1,361,765	-	1,361,765	
Development	1,426,461	-	1,426,461	
Other	889,670	-	889,670	
<b>Total</b>	<b>\$ 49,692,656</b>	<b>\$ 2,040,445</b>	<b>\$ 51,733,101</b>	
<b>Over/(Under) Expenditures</b>	<b>\$ 1,048,235</b>	<b>\$ (1,008,976)</b>	<b>\$ 39,359</b>	

Green Color: Wednesday Wine Down  
Gold Color: Office of Equity, Inclusion and Empowerment (to be created)

## Request Details

# 5

Request Number: ORR-1062-2023

### Request Fields

**Name**

Earnestine Pittman

**Phone****Cell****Email**

edpittman26@bellsouth.net

**Address****City**

East Point

**State**

Georgia

**Zip**

30344

*This preceded my Open Records Request. The five requests are listed on the next page.*

**\* Description**

I am requesting the following information concerning the "Creation of the Office of Equity, Inclusion and Empowerment". In accordance with the Charter: Sec. 4-101. Administrative and operating departments. (a) Except as otherwise provided in this charter, the city council by ordinance shall prescribe the functions or duties and establish, abolish, alter, consolidate, or leave vacant all nonelected offices, positions of employment, departments, and agencies of the city as necessary for the proper administration of the affairs and government of this city. The exercise of the city council of the powers shall not be deemed to constitute interference with the management authority and responsibility of the city manager, and no provision contained in section 2-401 of this charter is intended to abridge or limit the city council's power as set forth in this charter. In keeping with the Charter section above, I am requesting: 1) The Council Minutes containing the Ordinance that prescribes the functions or duties of the establishment of the "Office of Equity, Inclusion and Empowerment". 2) The required Staff and their duties and responsibilities. 3) The qualifications of the required Staff. 4) The salary for each staff member. 5) The Department that oversees the Proposed "Office"

**Fee Contact**

Contact me of a time and place to inspect the records requested once the records have been located

**Agree to pay**

False



Good Day Earnestine Pittman,

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We are in receipt of your Open Records Request received on 5/9/2023 at 8:43:02 am regarding the following:

- 1) The Council Minutes containing the Ordinance that prescribes the functions or duties of the establishment of the "Office of Equity, Inclusion and Empowerment".
- 2) The required Staff and their duties and responsibilities.
- 3) The qualifications of the required Staff.
- 4) The salary for each staff member.
- 5) The Department that oversees the Proposed "Office"

Your requested information as it relates to Items 2 & 3 is available and ready for pickup.

- ✦ With regard to Item No. 1, the Clerk's Office could not locate an Ordinance that prescribes the functions or duties of the establishment of the Office of Equity, Inclusion and Empowerment, however we could locate the minutes/agenda item which describes the functions and duties of the Office.
- ✦ With regard to Item No. 4, Angela Blatch - \$72,636.70 & Yolanda Johnson - \$64,589.81
- ✦ With regard to Item No. 5, the City Manager's Office oversees the Division.

As authorized by Code Section 50-18-71, copies are .10¢ per page. You will also be charged an administrative fee for any research time beyond 15 minutes. Fees for your request are as follows:

Total Amount Owed for 17 pages @ .10¢ each \$ 1.70

We **DO NOT** accept personal checks. Please make payment payable to **The City of East Point** and mail payment to:

The City of East Point

**Attn: City Clerk's Office**

2757 East Point Street

East Point, GA 30344

Upon receipt of payment, your documents will be placed in the mail to you. If you would like to pay for and pick up your documents in person, please email [chardy@eastpointcity.org](mailto:chardy@eastpointcity.org) to schedule your appointment to come in. Be advised that exact change is requested for in person pick ups.

Thank you in advance.

Cathrene Hardy, Deputy City Clerk

The pledge was recited in unison.

**V. ANNOUNCEMENT OF SERGEANT-AT-ARMS - Capt. Robinson:**

**VI. PRESENTATIONS and ANNOUNCEMENTS:**

Councilmember Butler called a point of order citing Rule 15 - Section 2-2002, Article O. Mayor Holiday Ingraham explained all the items in the Presentations and Announcements Section were added by Staff with the exception of Item No. 5 which falls under the emergency rule.

Mayor Holiday Ingraham ruled that the items under Presentations are not apart of the Agenda, Items 1-4 were added by Staff and Item 5 falls under the emergency rule. Thus, the rule stated by Councilmember Butler is not applicable. Mayor Holiday Ingraham called for a vote to uphold her decision.

**The motion carried with Councilmembers Shropshire, Robertson, Cummings, Cook, Rene', Bailey, and Gordon voting "yes" and Councilmember Butler voting "no".**

- 1. Ale Circle Realignment Project Update

**Presented by: Public Works**

Jeffery Reeves, Public Works Director, and Cadell Hall, Assistant Public Works & Transportation Director, gave an update on the Ale Circle Realignment Project. Mr. Hall stated there has been a setback in obtaining materials for the project. He also stated the project will be underway once permits have been pulled. The project was originally scheduled to be finished in July, and he expects it will still be ready in July. He will be giving an update on all projects during the February Work Session.

**RESULT: PRESENTED**

- 2. Office of Equity, Inclusion, and Empowerment

**Presented by: City Manager**

Deron King, City Manager, presented his plans to make an Office of Equity, Inclusion, and Empowerment for the community. Mayor Holiday Ingraham thanked him for moving forward with this program and bringing forth positive things for the City.

**RESULT: PRESENTED**

- 3. 2022 Comprehensive Plan Update Pre-Transmittal Announcement for the City of East Point

**Presented by: Planning & Community Development**

Kimberly Smith, Planning and Community Development Director, gave an introduction on the 2022 Comprehensive Plan.

Andrew Smith of the Atlanta Regional Commission gave an update on the 2022 Comprehensive Plan. He presented the key takeaways and changes in the plan. Megan Douglas from Morehouse School of Medicine showed appreciation for the focus of equity in this plan.

Councilmember Robertson expressed his concern for the lack of reference to environmental justice. Councilmember Cummings advocated for the inclusion of mental health and LGBTQIA+.

Mr. Smith announced a public hearing will be held on Monday, February 6, 2023. He also informed council that the plan needs to be approved by October 31<sup>st</sup>, however, the plan can be changed as needed during the approval process.





## Office of Equity, Inclusion and Empowerment

The Office will lead, coordinate, and report on progress of efforts to promote equity, inclusion, and empowerment through City policies, procedures, and practices.

Initiatives will include, but not be limited to:

### Equitable Growth and Inclusion Initiative:

This initiative will identify, design, and champion strategies to imbed social justice and equity throughout the City of East Point’s programs, policies, and practices. The foundation for this initiative will be the City’s adopted Equitable Growth and Inclusion Strategic Plan (EGISP). The EGISP includes four (4) focus areas for implementation of key action items.

1. Community Engagement
2. Just Industry
3. Inclusive Housing
4. Equitable Economic Development



Staffing for the Equitable Growth and Inclusion Initiative will report to the Planning and Community Development Director. Staff will include a Program Coordinator, Program Analyst, Administrative Assistant and hiring of a consultant via a solicitation.

### Empowerment Initiative:

This initiative will continue to bridge gaps and connect residents to programs and services in various areas, including but not limited to, economic mobility, homelessness, mental health, substance abuse and housing affordability and revitalization. Staff will continue to strengthen and build partnerships with organizations to provide assistance in this endeavor.



Staffing for the Empowerment Initiative will report to the Deputy City Manager. Staff will include two Program Coordinators and hiring of a Case Manager and an Administrative Assistant.



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**City of East Point**  
**Community Liaison**

SALARY Depends on Qualifications LOCATION GA, GA

JOB TYPE Full-time JOB NUMBER 7020



DEPARTMENT Office of Equity Inclusion and Empowerment OPENING DATE 04/20/2023

Under general supervision, this position will function as a liaison between the City of East Point and residents to ensure that services offered by the City, community-based organizations, non-profit institutions are appropriate to meet their needs and are delivered in a timely, efficient, and equitable manner.

**Major Duties**

- Connect residents to services designed to enhance their physical and mental wellness, economic needs, and assisting with the development of tailored care plans.
- Work with resident support networks and health care professionals to implement care plans.
- Convening "Listening Sessions" to receive feedback about resident concerns and intervene as appropriate by suggesting program services.
- Maintain data related to service provision and interactions.
- Evaluate resident progress periodically and adjust as needed to improve outcomes.
- Conduct citizen satisfaction surveys.

**Minimum Qualifications**

Bachelor's degree preferred in Public Administration, Social Work, Counseling, Psychology or Behavioral Science and a minimum of three (3) years of community engagement, social work, counseling, community organization, or case management.

### Knowledge Required by the Position

- Ability to relate to individuals with diverse socio-economic backgrounds.
- Ability to motivate and encourage individuals to follow care plans.
- Strong verbal and written communication skills.
- Critical thinking and analytical skills to address complex problems.
- Flexibility to adapt to changing policies to meet evolving needs.
- Strong organizational skills.
- Ability to multi-task.
- Ability to interpret complex statistics and other data.
- Strong written and oral communication skills.
- Ability to use computer applications such as spreadsheets, word processing, calendar, email, and database software.
- Knowledge of case management.
- Knowledge of evaluation tools.
- Ability to read, write, understand, and communicate in English sufficiently to perform essential job functions.
- Ability to make decisions based on available data.
- Knowledge of modern counseling techniques.



**Supervisory Controls:** This position is under direct supervision of Community Social Service Manager

**Guidelines:** Guidelines include City ordinances, City and departmental policies and procedures; federal, state, and local regulations.

**Complexity:** The work consists of complex problems and issues.



**Scope and Effect:** The purpose of this position is to provide services connecting the residents of East Point to resources and services.

**Personal Contacts:** Contacts are typically with co-workers, other City employees and the public.





**Purpose of Contacts:** Contacts re to give or exchange information and provide services.

**Physical Demands:** The work is usually performed with the employee sitting or standing at a workstation, in front of groups, and walking through neighborhoods and communities.

**Work Environment:** The work is performed in an office and at external locations.

**Supervisory and Management Responsibility:** None

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**Agency**

City of East Point

**Address**

2757 East Point Street

East Point, Georgia, 30344

**Phone**

404-270-7066

**Website**

<http://www.eastpointcity.org>

# Program Analyst

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(<https://www.governmentjobs.com/careers/eastp>)



APPLY

<b>Salary</b>	Depends on Qualifications	<b>Location</b> ⓘ	GA, GA
<b>Job Type</b>	Full-time	<b>Job Number</b>	6712
<b>Department</b>	Office of Equity Inclusion and Empowerment	<b>Opening Date</b>	04/20/2023

## DESCRIPTION

## BENEFITS

This position performs professional work in the development, design, analysis of equitable growth, inclusion, and empowerment initiatives. Work involves monitoring deadlines, collecting, summarizing, and consolidating data.

### Major Duties

- Collaborate with senior management and key stakeholder to define program scope, objectives, assumptions, and impacted organizational functions and systems.
- Conducts program meetings and facilitate collaborative discussions.
- Prepare and review monthly, quarterly, and annual performance metrics, and develop new metrics to improve performance.
- Manage program budget.
- Serve as a liaison to business stakeholders.
- Manage data, gather organization performance data, analyze data, and develop solutions.
- Present complex data and technical concepts in writing and verbally.

### Minimum Qualifications

- Bachelor's degree in public administration, business management, social science, or related field; at least two years of experience as a program or management analyst, or in a similar role or a combination of education and experience.
- Valid Georgia Driver's License.

### Knowledge Required by the Position

- Ability to use typical office computer programs such as MS PowerPoint, MS Project, or similar scheduling tool to create simple project files, MS Excel, and MS Word.
- Skill in analyzing complex data.
- Ability to work with diverse people.
- Ability to communicate effectively, clearly, and concisely.
- Ability to interpret laws and regulations, ensure compliance with policies and procedures.



- Ability to use independent and professional judgement.
- Skill in effectively communicating complex data and information to many different audiences.
- Strong organizational and time management skills.
- Facilitation skills.

**Supervisory Controls:** This position reports to the Housing Community Development Manager.

**Guidelines:** Guidelines include federal, state, and local laws; departmental rules and regulations, City ordinances, policies, and procedures.

**Complexity:** Work requires analysis and judgement in accomplishing diversified and complex duties. Work requires the exercise of independent judgement within the limit of guidelines, policies, standards, and precedents.

**Scope and Effect:** The purpose of this position is to identify disparities in equitable services and policymaking.

**Personal Contacts:** Contacts are with co-workers, public, and policy makers.

**Purpose of Contacts:** To exchange information.

**Physical Demands:** Walking, standing, reaching, and sitting.

**Work Environment:** Work is performed primarily indoors in an office setting or other public indoor settings.

**Supervisory and Management Responsibility:** None

**Agency**

City of East Point

**Address**

2757 East Point Street

East Point, Georgia, 30344

**Phone**

404-270-7066

**Website**

<http://www.eastpointcity.org> (<http://www.eastpointcity.org>)

# Administrative Assistant

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(<https://www.governmentjobs.com/careers/eastp>)



APPLY

<b>Salary</b>	Depends on Qualifications	<b>Location</b> ⓘ	GA, GA
<b>Job Type</b>	Full-time	<b>Job Number</b>	6102
<b>Department</b>	Office of Equity Inclusion and Empowerment	<b>Opening Date</b>	05/05/2023
<b>Closing Date</b>	5/19/2023 5:00 PM Eastern		

## DESCRIPTION

## BENEFITS

This position is responsible for supporting day-to-day operations of the department by performing a wide variety of routine clerical and administrative duties.

### Major Duties

- Provides clerical and administrative support for the office.
- Coordinates communications with other departments and City employees.
- Organizes, maintains, and audit files for completeness.
- Maintains various databases.
- Coordinates meetings for staff as needed, records minutes of meetings.
- Receives, sorts, and distributes mail.
- Maintains inventory of general office supplies.
- Responds to Open Records Requests.
- Greets visitors and answers the phone.
- Manages timesheet process for staff.
- Operates a personal computer to view, enter, edit, format, revise, print, assemble and distribute written materials such as forms, correspondence, manuals, contracts, agreements, articles, invoices, charts, matrices, reports, schedules, and other items of similar complexity.
- Processes transactions such as document review, computation or verification of data, fees, or payments; research information to resolve questions and problems encountered within scope of authority.
- Performs other related duties as required.

### Minimum Qualifications

High School diploma or equivalent; Associate degree in related field preferred; two (2) to four (4) years experience in general office environment; equivalent combination of education and experience.

### Knowledge Required by the Position



- Knowledge of computers and electronic data processing.
- Knowledge of modern records management techniques.
- Knowledge of basic accounting principles.
- Knowledge of departmental policies and procedures.
- Skill in operating modern office equipment.
- Skill in basic mathematics.
- Ability to accurately record and maintain records.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.
- Ability to communicate effectively verbally and in writing.
- Ability to use tact and courtesy in dealing with the public.
- Ability to manage multiple interruptions and adjustments to priorities throughout day.

**Supervisory Controls:** Work is performed under the supervision of the Community Social Services Manager and Housing Community Development Manager.

**Guidelines:** Guidelines include the City and departmental policies and procedures.

**Complexity:** The work consists of a variety of administrative and clerical duties in support of department operations.

**Scope and Effect:** The purpose of this position is to coordinate a wide variety of administrative and clerical duties for the Office of Equity, Inclusion and Empowerment.

**Personal Contacts:** Contacts are typically with co-workers and the public.

**Purpose of Contacts:** Contacts are typically to give and exchange information.

**Physical Demands:** The work is typically performed with the employee sitting at a desk. The employee uses tools or equipment requiring dexterity.

**Work Environment:** The work is typically performed in an office.

**Supervisory and Management Responsibility:** None.

**Agency**  
City of East Point

**Address**  
2757 East Point Street  
  
East Point, Georgia, 30344

**Phone**  
404-270-7066

**Website**  
<http://www.eastpointcity.org> (<http://www.eastpointcity.org>)

**Job Title:           Housing Community Development Manager**  
**Grade 70**

**Job Summary:** Under general direction, the Housing Community Development Manager is responsible for the planning, design and implementation of projects that improve communities. This position commonly works with other local, state and federal agencies, private consulting firms and/or nonprofit organizations to coordinate housing-related efforts with respect to economic development, public health, social services, transportation and other areas.

**Major Duties:**

- Draft and implement policies and procedures for community development projects related to housing and in accordance with the City's adopted plans, studies, ordinances and regulations.
- Coordinate with Local, State and Federal officials and agencies to create housing public policy that meets community needs.
- Provide updates and make presentations to the local governing body and/or related agencies regarding housing initiatives.
- Coordinate housing policy, program development and implementation with the City's service delivery departments: Police, Fire, Planning & Community Development, Public Works, Parks & Recreation, Solid Waste, East Point Power and Water Resources
- Coordinate housing policy, program development and implementation with the City's *50 Worst Properties Program*, *Georgia Initiative for Community Housing (GICH) Program* and *Urban Redevelopment Agency*
- Work with planning consultants and similar entities to develop neighborhood specific plans to meet community needs over time by identifying resources, stakeholders, and potential funding sources.
- Manage budgets for programs and services to ensure that they are within financial guidelines.
- Communicate with local businesses, nonprofits, religious institutions and other groups to build relationships that could be beneficial to the community.
- Identify affordable housing opportunities for diverse age groups, income levels, persons with disabilities and others.
- Identify grant and other funding opportunities for the rehabilitation of existing housing inventory.
- Create community housing rehabilitation programs by coordinating with religious organizations, social and civic clubs, non-profit organizations, building companies and others.
- Conduct community outreach efforts to identify residents' housing concerns and needs.

**Knowledge, Skills, and Abilities Required by the Position:**

- Program planning, development, and coordination.
- Principles and practices of land use planning, zoning, management, supervision, and training.
- Community outreach, advocacy, and public education.
- Methods and techniques of researching funding sources, fund-raising and grant writing.
- Municipal government and organization.
- Ability to work cooperatively with diverse agencies, service providers and community groups.
- Ability to develop creative and effective solutions to complex problems and issues.
- Ability to develop and implement goals, objectives, policies, and procedures for programs.
- Ability to coordinate activities with City staff and other agencies.



- Ability to communicate effectively in oral and written form.
- Ability to prepare clear and concise research reports, correspondence and other written materials.
- Ability to follow oral and written directions.
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.



**Supervisory Controls:** General direction is provided by the Deputy City Manager.

**Guidelines:** Guidelines include federal, state, and adopted local regulations, plans, policies and ordinances.

**Complexity:** The work consists of complex issues involving behavioral and policy changes.

**Scope and Effect:** The purpose of this position is to manage the City's housing programs in accordance with adopted policies, plans, studies, regulations and ordinances.

**Personal Contacts:** Contacts are usually with co-workers, planning consultants, community-based organizations, non-profit groups, religious organizations, public interest groups, federal, state and local officials.

**Purpose of Contacts:** Contacts are typically to exchange information or provide services.

**Physical Demands:** The work is performed with the employee sitting, standing, walking, bending, crouching, stooping, climbing, and driving.

**Work Environment:** Work will be performed indoors in an office setting and outside where the employee may be exposed to noise, dust, dirt, uneven terrain, and occasional inclement weather.



**Supervisory and Management Responsibility:** May supervise program analyst, volunteers, administrative assistants, and interns.

**Minimum Qualifications:** Bachelor's degree from an accredited college or university with major course work in Business Administration or a related field. Master's degree preferred; at least five (5) years' experience in local government, US Housing and Urban Development Agency, real estate, land use planning and zoning, consulting or a combination of education and experience. Experience working with diverse agencies and community groups in a local government or non-profit agency preferred. Valid Georgia Driver's License required.

**Job Title:           Community Social Services Manager**  
**Grade 70**

**Job Summary:** Under general direction, the Community Social Services Manager will coordinate existing services for the homeless in areas such as prevention, early intervention, emergency and support services; develop and implement new strategies in collaboration with other agencies; provide staff assistance to task forces, commissions and other organized efforts to address homelessness among varying age groups and veterans; organize and participate in public outreach, education and advocacy efforts; perform research, report and grant writing; and to supervise assigned staff and volunteers.

**Major Duties:**


- Develop and coordinate a working group of representatives from City departments who will implement homeless prevention and intervention strategies.
- Coordinate City's policies and activities with local, regional, state, and federal homeless programs .
- Network with City departments and the business community to create expanded services and employment opportunities for homeless individuals; serve as liaison on homeless issues with non-profit and public agencies and coalitions.
- Establish, maintain and enhance cooperative relationships with local service providers and the homeless community.
- Maintain data and statistics on the City's existing homeless population and services.
- Research and develop grants, donations and other funding sources; write reports.
- Operate motor vehicle in the performance of assigned duties.
- Assists with and coordinate homeless outreach and engagement efforts; provide assistance to the homeless population.
- Participate in prevention activities by working with various departments, groups, and individuals on addressing issues, concerns, and complaints.
- Seek co-sponsorship community outreach opportunities.
- Inform City officials on emerging and urgent issues related to homeless campsites throughout the city.
- Manage funding associated with homeless programs.
- Identify areas within the city where homeless individuals camp to include public property, abandoned buildings, wooded areas, etc.

**Knowledge, Skills, and Abilities Required by the Position:**

- Basic principles and practices of service provision to the homeless.
- Program planning, development, and coordination.
- Principles and practices of management, supervision, and training.
- Community outreach, advocacy, and public education.
- Methods and techniques of researching funding sources, fund-raising and grant writing.
- Municipal government and organization.
- Ability to work cooperatively with diverse agencies, service providers and community groups.
- Ability to develop creative and effective solutions to complex problems and issues.
- Ability to develop and implement goals, objectives, policies, and procedures for programs.
- Ability to coordinate activities with City staff and other agencies.



- Ability to communicate effectively in oral and written form.
- Ability to prepare clear and concise research reports, correspondence and other written materials.
- Ability to follow oral and written directions.
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

 **Supervisory Controls:** General direction is provided by the City Manager.

 **Guidelines:** Guidelines include federal, state, and local regulations.

**Complexity:** The work consists of resolving long-standing and difficult human needs issues.


**Scope and Effect:** The purpose of this position is to assist with the prevention of homelessness and to help homeless individuals secure safe and affordable housing.

**Personal Contacts:** Contacts are usually with co-workers, community-based organizations, non-profit groups, religious organizations, public interest groups, federal, state and local officials.

**Purpose of Contacts:** Contacts are typically to exchange information or provide services.

**Physical Demands:** The work is performed with the employee sitting, standing, walking, bending, crouching, stooping, climbing, and driving.

**Work Environment:** Work will be performed indoors in an office setting and outside where the employee may be exposed to noise, dust, dirt, uneven terrain, and occasional inclement weather.

 **Supervisory and Management Responsibility:** May supervise program analyst, volunteers, administrative assistants, and interns.

**Minimum Qualifications:** Bachelor's degree from an accredited college or university with major course work in social sciences or related field; four (4) years of progressively responsible experience in the field of social services with homeless or low-income services. Experience working with diverse agencies and community groups in a local government or non-profit agency preferred. Valid Georgia Driver's License required.