



City Manager
Recruitment Brochure
Norcross, Georgia





Norcross, Georgia is a city with a distinctive history and a major regional impact. As the second-oldest city in Gwinnett County, it was established in 1869 and originally developed as a small summer resort destination for residents of Atlanta seeking an escape from the city.

Over time, Norcross evolved from a quiet resort destination into a dynamic economic hub with both regional and global influence. Its strategic location and convenient transportation access have made it an attractive destination for domestic and international businesses, employees, and residents alike.

Certified Bee & Tree City USA

Purple Heart City

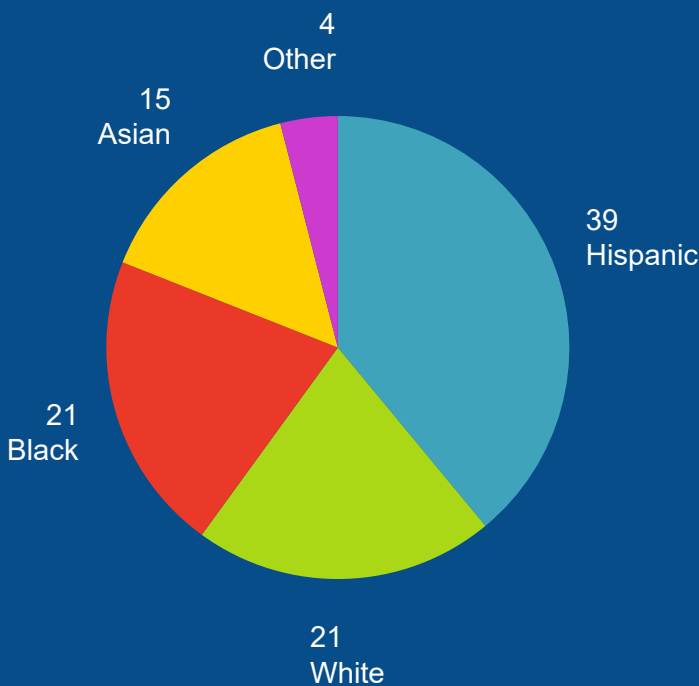
Fun Facts

14 Most Genius Places by Time Magazine

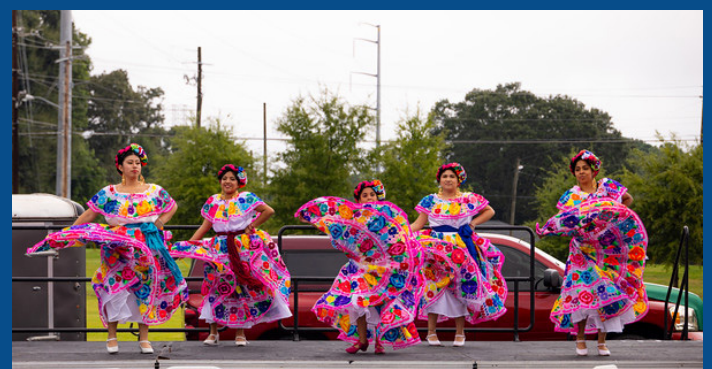
Platinum Level Green Community

DEMOGRAPHICS

Population Overview



Population: 18,902
 Growth Rate 2020-2024: 10%
 Median Age: 34
 Median Household Income: \$75,000
 Racial Diversity Index 89.2



COMMUNITY VISION

The Norcross vision is supported by overarching goals that will help shape the City's direction. These goals are based on both analysis of existing conditions and trends, and the priorities voiced by the community.

Goal 1: Continue to define Norcross' unique sense of place, where nature-based and cultural assets are conserved and enhanced.

Goal 2: Continue to strengthen Norcross as a livable, inclusive, and safe environment.

Goal 3: Increase opportunities for travel via different modes within and outside community.

Goal 4: Maintain a vibrant economy and facilitate job growth.

Goal 5: Ensure that Norcross residents have a variety of attainable, quality housing options.

Goal 6: Further the City's tradition of strong representational leadership and a high level of quality services.



Government



Bruce Gaynor



Craig Newton
Mayor



Marshall Cheek

The Norcross City Council consists of a mayor and five council members who are elected at large and serve staggered four-year terms. Together with the City Manager, the council provides leadership and strategic direction for the community.



Andrew Hixson



Josh Bare



Matt Myers



Ideal Candidate



Professional Skills

- Leadership
- Economic Development
- Strategic Planning
- Team Building
- Staff Development
- Budgeting



Personal Traits

- Visionary
- Resourceful
- Listener
- Fair
- Approachable
- Trustworthy

We are seeking a leader who:

- ★ Possesses strong listening skills with a genuine desire to support others.
- ★ Prefers a collaborative environment where clear expectations guide the team.
- ★ Maintains an approachable presence with staff and community members.
- ★ Builds and maintains strong, trusted relationships with the Mayor and City Council.
- ★ Someone who enjoys working in a diverse community while treating everyone with respect and impartiality.

Key Responsibilities Include:

- Ensuring staff provide quality service while promoting positive human relations.
- Making key decisions to keep day-to-day operations running smoothly.
- Orchestrating the full spectrum of activities of the city.
- Providing direction and development of the city's annual operation and capital budget.
- Direct and supervise the administration of all departments of the city.
- Develop and empower your team.

Qualifications:

- Bachelor's degree in Public Administration, Business Administration, Political Science, Law, Engineering, or a related field (Master's preferred).
- A minimum of 5 to 7 years of executive municipal leadership experience.
- Strong leadership, economic development, strategic planning, board relations, and team-building skills.

Compensation + Benefits:

- The salary range for this position is \$215,000 to \$235,000, commensurate with qualifications and experience.
- The City of Norcross offers retirement, paid leave, health insurance, vehicle stipend, relocation expenses, and professional development support.



Application Process:

To apply, please submit a cover letter, résumé, and five professional references to: apply@arndtmunicipalsupport.com

Confidential inquiries may be directed to:

James W. Arndt,
President & CEO
Arndt Municipal Support, Inc.
(217) 500-0770

First review of applications begins July 6, 2026.

The City of Norcross, Georgia is an Equal Opportunity Employer.

