



Assistant City Administrator

The City of Morristown, Tennessee is seeking applicants for the position of Assistant City Administrator who works under the general supervision of the City Administrator. The Assistant City Administrator assists the City Administrator in a variety of assignments relating to planning, direction, control and evaluation of the operations and programs of the city government.

Located in the northeast corner of Tennessee, Morristown is the county seat of Hamblen County. Today, Morristown is the principal city of the Morristown Metropolitan Statistical Area, which encompasses all of Hamblen and Jefferson Counties. Centrally located between eight counties, Morristown serves as the regional hub for employment, shopping, recreation, healthcare and educational opportunities. The community has evolved from an agricultural based economy to a manufacturing based economy, producing a wide range of products such as plastics, automotive parts, frozen cakes and many others.

The minimum requirement for this opportunity is a Master's degree (M.A. or M.S.) or equivalent; and six to ten years related experience and/or training; or equivalent combination of education and experience. Salary range minimum is \$101,337.60 and dependent upon education and experience. The City of Morristown offers a comprehensive benefits package including participation in the Tennessee Consolidated Retirement System (TCRS).

Complete job description and qualifications can be obtained from the City's website. Applications may be obtained on the second floor of the City Center, or on the City's website at www.mymorristown.com. Applications will be accepted until position is filled. Send completed applications to City of Morristown, Attention: Human Resources-Assistant City Administrator, P.O. Box 1499, Morristown, TN 37816-1499 or email them directly to nsizemore@mymorristown.com. Please attach a resume and cover letter.

It is the policy of the City of Morristown not to discriminate on the basis of race, color, national origin, genetics, age, sex or disability in its hiring and employment practices, or in admission to, access to, or operation of its programs, services and activities.

Assistant City Administrator



FLSA Status: Exempt
Department: Administration
Job Code: 118

JOB SUMMARY

Performs complex professional and administrative work assisting the City Administrator in various assignments relating to the planning, direction, control, and evaluation of the operations and programs of the city government; does related work as required. The work is performed under the general supervision of the City Administrator. Supervision may be exercised over all city staff in the absence of the City Administrator.

ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

- Assists the City Administrator with planning, organizing, directing, controlling, and evaluating city operations.
- Plans, directs, and supervises assigned departments' programs, services, and staff.
- Provides advice, assistance, and recommendations to the City Administrator.
- Oversees the day-to-day management of assigned operational and administrative departments, divisions, and functions.
- Manages the airport and intergovernmental cooperation for wastewater treatment.
- Manages General Fund Capital Projects and leads the Capital Projects Team, including project management, budgeting, assigning staff, and coordinating service contracts.
- Assists with industrial development activities as directed by the City Administrator.
- Assembles and coordinates budget preparation for all operations and administrative functions.
- Conducts special projects, studies, and analyses as directed by the City Administrator.
- Represents the city on various boards and commissions.
- Manages real property acquisition, disposition, and management.
- Acts as City Administrator when required.
- Develops contracts, agreements, and memoranda of understanding.
- Resolves escalated citizen concerns or issues.
- Provides guidance or direction on personnel or other human resources-related items.
- Serves as leader or member of management and technology teams as assigned.
- Performs related tasks as required.

SUPERVISORY RESPONSIBILITIES

- This position carries out supervisory responsibilities following the organization's policies and applicable laws. Responsible for supervising subordinate supervisors and direct reports, including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

COMPETENCIES

- Communications: Expresses ideas and thoughts verbally. Expresses ideas and thoughts, exhibits form, and exhibits good listening and comprehension. Keeps others adequately informed and selects and uses appropriate communication methods.
- Cooperation: Establishes and maintains effective relations. Exhibits tact and consideration and displays a positive outlook and pleasant manner. Works cooperatively in group situations and offers assistance and support to co-workers. Works actively to resolve conflicts.
- Dependability: Responds to requests for service and assistance. Follows instructions and responds to management direction. Takes responsibility for own actions and commits to doing the best job possible. Keeps commitments and meets attendance and punctuality guidelines.
- Judgment: Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in the decision-making process. Makes timely decisions.
- Problem Solving: Identifies problems promptly. Gathers and analyzes information skillfully and develops alternative solutions. Resolves problems in early stages. Works well in group problem-solving situations.
- Initiative: Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculates risks. Looks for and takes advantage of opportunities. Asks for help when needed.
- Job Knowledge: Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how a job relates to others. Uses resources effectively.
- Quality: Demonstrates accuracy and thoroughness. Displays commitment to excellence and looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
- Customer Service: Displays courtesy and sensitivity when managing difficult or emotional customer situations. Meets commitments, responds promptly to customer needs, and solicits customer feedback to improve service.
- Safety and Security: Observe safety and security procedures, report potentially unsafe conditions, and determine appropriate action beyond guidelines. Uses equipment and materials properly.
- Planning and Organization: Prioritizes and plans work activities. Organizes work, uses time efficiently, and plans for additional resources. Sets goals and objectives and integrates changes smoothly.
- Leadership: Exhibits confidence in self and others and reacts well under pressure. Shows courage to take action. Motivates others to perform well by inspiring respect and trust.
- Managing People: Provides direction and gains compliance by including subordinates in planning. Takes responsibility for subordinates' activities and is available to subordinates. Provides regular performance feedback to develop subordinates' skills and encourages growth.

QUALIFICATIONS

Education and Experience:

Master's degree (M. A.) or equivalent, six (6) to ten (10) years of related experience or training, or equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- Thorough knowledge of public management and organization theories, principles, practices and techniques at the local level.
- Thorough knowledge of the organization, function, and methods of operation of the city's legislative, executive staff, and operational departments.
- Thorough knowledge of the fundamental laws, ordinances, and regulations for budget preparation, approval, and administration.
- Thorough knowledge of municipal finance and administration.
- Ability to analyze complex problems, make sound recommendations for their solutions, and prepare working procedures; ability to communicate complex ideas effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with local, State, and other governmental officials, civic and business leaders, associates, and the general public.

Certificates, Licenses, Registrations:

None.

PHYSICAL/MENTAL DEMANDS

- While performing the duties of this job, the employee is regularly required to stand or walk.
- The employee must use hands to finger, handle, or feel; reach with hands and arms.
- The employee must hear to receive information through oral communication and talk to express or exchange ideas through spoken word.
- The employee must occasionally exert up to 10 pounds of force to move objects.
- The employee must make rational decisions through sound logic and deductive reasoning.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.
- The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

WORKING CONDITIONS

The noise level in the work environment is usually quiet to moderate.

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Signature/Approval

Employee

Date

Supervisor

Date

Department Head

Date

The above statements describe the general nature and level of work performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.