

ASSISTANT CITY MANAGER

Springfield, TN

The City of Springfield (population 16,700) is accepting applications for Assistant City Manager. Hiring range: \$77,272 - \$88,670 DOQ. Salary range: \$77,272 - \$106,350. Springfield is an historic, economically and racially diverse community located 30 minutes north of downtown Nashville. Springfield is the county seat of Robertson County, one of the largest agricultural producing counties in the State of Tennessee. For more information on Springfield, please go to the City's website at: www.springfield-tn.org.

The Assistant City Manager will perform highly responsible and complex professional assistance to the City Manager, Board of Mayor & Aldermen, Department Heads, employees and the general public. The individual will assist the City Manager with the overall day-to-day operation of the City and will assume the duties of the City Manager in the City Manager's absence.

Springfield is a full-service city, offering electric, gas, water, sewer, sanitation and stormwater utilities, as well as The Legacy Golf Course, two cemeteries and the typical General Fund departments. The annual budget is approximately \$83 million with 250 budgeted employee positions.

The ideal candidate will have knowledge and experience overseeing human resources, risk management and information technology, as well as the ability to handle budgeting, legal issues, real estate transactions, building and grounds maintenance, contract administration and general administrative tasks.

Bachelor's Degree in Public Administration, Business Management or related field required – Master's Degree preferred. Must have at least five years of progressively responsible management experience in local government.

Applications (along with a letter of intent and 3 work-related references) must be received by no later than Friday, October 13, at the following address: Human Resources Department, City of Springfield, P O Box 788, Springfield, Tennessee, 37172, or apply online at www.springfield-tn.org. Applications may also be sent by electronic mail to Carolyn Scott, Personnel Coordinator, at cscott@springfield-tn.org.

The City of Springfield is an Equal Opportunity Employer.