

CITY OF MILLINGTON TENNESSEE

CITY MANAGER



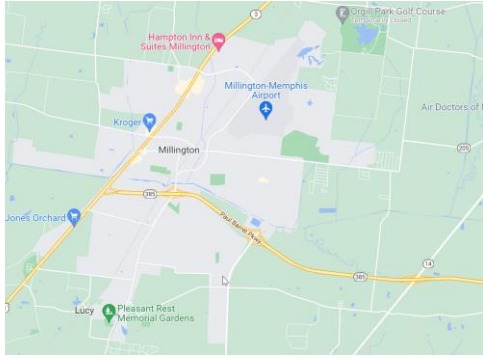
March 7, 2024

City of Millington, Tennessee

Position Profile – City Manager

Introduction

The City of Millington, Tennessee is accepting applications for City Manager position.



The City of Millington is a city in Shelby County, Tennessee, about 20 minutes from Memphis, and is part of the Memphis metropolitan area. Millington was incorporated in 1903. As of the 2010 census, it had a population of 10,176. About 30 years ago Millington was granted the title of “Flag City Tennessee” by the Tennessee Legislature. The Naval Support Activity Mid-South, the largest inland naval base, is located at the former Memphis Naval Air Station in Millington. In 1993 the function of the Naval Air Station changed from a training base to an administration base. It is now home base for the Navy

Personnel Command, Navy Recruiting Command, the Navy Manpower Analysis Center as well as the U.S. Army Corps of Engineers Finance Center with more than 7,500 military members, civilian workers, and contractors assigned to work on the base. Millington also has a general aviation airport, Millington Regional Jetport, which features the third longest runway in Tennessee.

It is said that Millington got its start in 1878 when Mr. and Ms. George Millington donated a large tract of land to a group of settlers for the purpose of building a new town. Mr. Millington requested that the town be named in his honor. Also, in 1888, the First Baptist Church was founded. It is now one of the largest buildings in Millington.



Millington offers its residents and visitors many activities and amenities. There are several city parks, and the Baker Community Center on Church Street was built in 1960 and contains a curtained stage,



large auditorium, five meeting rooms and a fully equipped kitchen. For those who love baseball and softball games, there is the USA Baseball Stadium and nature lovers can visit Meeman -Shelby Forest State Park. There are several golf courses including Glen Eagle Golf Course, Edmund Orgill Park Golf Course, and the Mirimichi Golf Course, the last of which was owned by Justin Timberlake. Another favorite event is the International Goat Days Festival. Other annual events include the

Freedom Celebration, Fireworks Display, the Annual Veterans Parade and Christmas Parade.

As one can see, Millington has a great history and with all its amenities makes is a wonderful place to come home to.

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City Governance



The City of Millington is chartered by the state of Tennessee under a City Manager form of Government. A copy of the charter can be viewed on their website at <https://www.millingtontn.gov>. The Board of Mayor and Aldermen is made up of a mayor and seven aldermen, each serving a term of four years staggering every two years.

The Board of Mayor and Aldermen is the Legislative branch of the City of Millington. They are responsible for the adoption of all ordinances, resolutions, and policies. The mayor presides at all meetings of the board and makes all appointments to boards and

commissions as authorized by state statute or ordinance.

Board of Mayor and Aldermen meetings are held at City Hall on the second Monday in every month beginning at 6:00 pm. If the second Monday of a month falls on a day observed by the city as a legal holiday, then the regular meeting of the board for that month shall be held on the first day thereafter that is not observed as a legal holiday. City Hall is located at 7930 Nelson Road, Millington, TN 38053. The public is welcome and encouraged to attend all meetings. If special accommodations are needed to fully participate in a city meeting, individuals can contact city hall at (901) 873-5701 for special assistance.



Position Overview

The City Manager is appointed by the Board of Mayor and Aldermen and provides leadership in the management of the city and is responsible for the administration of all municipal programs and the executive supervision of all City departments and agencies. According to the City's Charter, the City Manager's responsibilities include, but are not limited to: the preparation of official agendas for all meetings; the preparation and administration of annual operating and capital improvement budgets; the preparations of reports for the Mayor and Board; purchasing; investigation of citizens' complaints; preparation of applications for grants and administration thereof; and administration of personnel policies, including the selection and discipline of personnel. The qualifications of all applicants for operating department heads shall be reviewed by the City Manager, and operating department heads shall be appointed by a simple majority vote of the Board. The City Manager may direct the City Attorney to initiate legal proceedings to enforce contracts and provisions of City Code. The City Manager shall also maintain all necessary intergovernmental relationships and attend all meetings of the Board and perform such other duties as may be prescribed by the charter or required by the manager by ordinance or resolution of the Board not inconsistent with the charter.

The City Manager leads city staff with approximately 145 employees and oversees an annual budget of \$18.3 M. City Departments include, but are not limited to: Finance and Administration, Planning and Engineering, Police, Fire, Public Works/Utilities, and Parks and Recreation.

The Ideal Candidate

The next City Manager will be an exceptional leader with a heart for the community, the presence, and the ability to respond to the City's challenges both strategically and tactically. The ideal candidate shall be a collaborative, respectful, transparent, and engaging leader, with exceptional analytical and problem-solving skills. They will be responsible for making financially and ethically sound decisions ensuring the City's funding, stability and sustainability for existing and long-term services, facilities, and infrastructure needs.

This fiscally experienced, business-minded individual must be dedicated to the improvement of City services across all sectors of the community and have experience working in an array of municipal services. They will also embrace innovative strategies to continue providing these services while also dealing with the realities of municipal budget constraints. The new City Manager must possess the emotional intelligence, patience, and perseverance to foster a vision to guide the direction of the City and effectively manage growth. Exceptional listening, interpersonal, written, and verbal communications skills, as well as presentation skills are essential for this role.



Job Description

Job Title:	City Manager	Department:	General Government
Reports To:	Board of Mayor and Aldermen	Status:	Full-Time
FLSA:	Exempt		
Salary Grade:	11		

GENERAL STATEMENT OF JOB

The City Manager (“Manager”) serves as the chief administrative officer and chief operating officer of the City of Millington (“City”). The Manager is responsible for day-to-day operations of City government and other duties as generally set out in this job description or as approved by the Board of Mayor and Aldermen (the “Board”) from time to time. The Manager is under the general supervision of the Board and serves at the will and pleasure of the Board. Instructions to the Manager are general, and the Manager is expected to use independent judgment in performing his/her job. The work of the Manager requires frequent interaction with the Mayor and Aldermen, City department heads and other employees, representatives of other governmental entities and the general public. The Manager is expected to use his/her best efforts, knowledge, skill, experience, and ability in the performance of the job of City Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Responsible for the overall operation of the city.

Responsible for implementation of Board directives in a cost-efficient, effective, and timely manner.

Provide leadership and direction in the development of short- and long-range plans; gather, interpret, and prepare data for studies, reports, and recommendations; and coordinate department activities with other governmental entities and agencies as needed.

Attend all meetings of the Board and provide professional staff assistance to the Board.

Make recommendations to the Board on policies and procedures for the efficient, business-like operation of City government.

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Oversee development of the agenda for Board meetings.

Monitor the performance of all departments; coordinate and supervise all day-to-day administrative activities and operations for each department, under policies established by the Board; hold departments accountable for their operations; and make recommendations to the Board for improving quality and quantity of services to be rendered by the employees to the public.

Communicate openly, equally, timely, and in a variety of ways in order to keep the Board regularly informed as to City operations, including financial, personnel, development, and other matters.

Be knowledgeable regarding pending and current legislation and its effect on City operations.

Work with the Finance Director in the preparation and administration of the City operating budget, and the development of other City financial documents such as the capital budget.

Assure that all City functions are performed within budget, and assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Be responsible for the selection, hiring, management, training, and discipline of personnel in accordance with policies established by the City Charter and the Board.

Work with the Finance Director in the preparation of City personnel policies for adoption by the Board and the implementation of personnel policies and procedures.

Work to develop the City's workforce into an effective team in order to achieve goals and provide effective City services.

Evaluate personnel needs of the city on an on-going basis and recommend to the Board specific personnel positions and/or reorganization of City administration as may be required to meet the needs and operational requirements of the city.

Prepare administrative directives and bulletins and conduct, on own initiative or upon request of the Board, analyses of administrative programs and projects regarding City operations.

Make presentations to the Board, commissions, civic groups, and the general public.

Additional Job Functions

Keep the Board fully advised as to the conditions and needs of the City.

Collaborate with a variety of groups and agencies, both public and private, in development of the City's economic base.

Serve as liaison with County, State, and Federal officials, and other agencies. Stay abreast of grant opportunities and opportunities for cooperation with other groups in order to achieve common goals. Report to the Board on the condition of all City equipment, buildings and facilities, and real estate; make recommendations regarding repairs, replacement, or improvements.

Regularly evaluate the city's infrastructure and recommend to the Board the priority of programs or projects involving public works, public improvements, public safety, etc.

Develop and conduct an orientation program for newly elected City officials.

Work closely with department heads to ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.

As requested by the Board, help facilitate the establishment of a vision, set of goals and objectives, and actions to achieve those with both the Board and staff.

Consult and cooperate with committees of the Board, the Planning Commission and other City boards and commissions in the administration of the City's affairs.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from an accredited college or university with a degree in Public Administration or other area relevant to municipal government, including or supplemented by accredited courses in accounting, business administration, political science, and economics, or a combination of experience, relative educational curriculum, and training, commiserate with the above recommended qualifications.

A minimum of 5 years management and administrative experience in municipal government or similar public agency.

Must become a resident of the City of Millington within ninety (90) days of appointment to the position. Must have or secure within thirty (30) days of appointment a valid driver's license in the State of Tennessee and must have a driving record acceptable to the City's insurance carrier.

Must be a member of the Tennessee City Manager Association or obtain membership within one year after appointment. Must be bondable.

Knowledge of Job

Knowledge of municipal finances and budgetary principles and practices.

Knowledge of the organization, functions and problems associated with municipal government operations.

Knowledge of laws and regulations governing municipalities and municipal operations, including municipal purchasing procedures.

Knowledge of municipal personnel administration, including policies and procedures and federal and state laws dealing with public personnel administration.

Knowledge of administrative skills, practices and procedures related to effective and efficient administration of city government.

Public relations skills, including the ability to make presentations to community groups, explain issues, develop support for programs, etc.

Ability to evaluate situations and make decisions in a timely manner.

Ability to study municipal operations and make recommendations to the Board for improvements.

Ability to plan, assign, supervise and coordinate the activities of city employees and other resources in order to achieve the most efficient and effective day to day operations.

Ability to express ideas and information clearly, concisely, and convincingly both orally and in writing to staff, the governing body, and to the general public.

Ability to establish and maintain effective working relationships with the general public, employees, and elected officials.

(ADA) Minimum Qualifications or Standards Required to Perform Essential Job Functions

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment which includes a computer, printer, typewriter, calculator, copier, facsimile machine, telephone, and two-way radio. Must be able to use body members to work, move or carry objects or materials. Physical demand requirements are at levels of those for light work. The Manager will normally work indoors in an office environment, but may occasionally work outdoors when monitoring projects, inspecting services, etc.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, structural, or identifiable characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to managers or assistants as well as communicating with the general public. Must be able to communicate effectively and efficiently in a variety of administrative or professional languages.

LANGUAGE ABILITY: Requires ability to read a variety of informational, personnel related and financial documentation, directions, instructions, and methods and procedures. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech.

INTELLIGENCE: Requires the ability to learn and understand relatively basic principles and techniques; to make independent judgments in absence of management; to acquire and be able to expound on knowledge of topics related to primary occupation.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow verbal and written instructions.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items visually for proper length, width, and shape.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words.). (Hearing - perceiving nature of sounds by ear).

NOTE

The Board of Mayor and Aldermen may determine in their sole discretion that an applicant by virtue of education, training, and/or experience possesses the equivalent of any particular job requirement. Statements contained in this job description are intended to reflect the general duties and responsibilities required for the position of Millington City Manager and are not intended to be all inclusive. Other and additional duties may be required or assigned which are not stated herein. Nothing contained in this job description, or any other written policy, of the City of Millington is intended to constitute any employment relationship or contract. This job description, and any other written policy, are simply statements of City policy.

The City of Millington is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city may provide reasonable accommodations to qualified individual with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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How to Apply and Employee Benefits

All interested applicants must submit a City of Millington application for employment and a comprehensive resume. Applicants can print and complete an application by going to this site: <https://www.millingtontn.gov> You can copy and paste the link into your browser.

Please scan and email the completed application, resume and any supporting documents to d.mcmillen@millingtontn.gov

Applicants can also mail their completed application, resume and documents to:

Ms. Donna McMillen, Personnel Department
City of Millington
7930 Nelson Road
Millington, TN 38053

This job posting will be accepting applications from March 7, 2024, until April 8, 2024.

Interviews and physical testing dates for the Millington City Manager will be determined after the application process closes. Details will be sent to applicants selected to interview.

The Millington City Manager will be eligible for a comprehensive benefits package which includes the following benefits:

- Salary: \$87,883 – 127,431 annual, depending on qualifications.
- Medical, Dental & Vision Insurance optional for employee.
- Life Insurance
- Accident, Critical Illness, Disability and Additional Life Insurance optional through USABLE.
- Retirement – The City is a participating employer of the Tennessee Consolidated Retirement System (TCRS). All full-time employees must participate in TCRS and contribute 5% of their gross monthly salary.
- 80 hours of paid vacation per year.
- Full-time employees accrue one sick day per month.



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