



OUR REGION

The City of Cookeville, Tennessee is located on Interstate 40 and U.S. Hwy. 111, 75 miles east of Nashville and 80 miles west of Knoxville. Within a day's drive of about 75 percent of the nation's population, Cookeville is the "hub" of the 14 county Upper Cumberland region and the heart of the three county Highlands of Tennessee. Cookeville maintains a small town feel with big city amenities and boasts a wealth of cultural, entertainment, recreational, economic and educational opportunities. Cookeville is minutes from top-rated golf courses, lakes, rivers, hiking, championship fishing, hunting and an amazing variety of sports (including Tennessee Technological University athletics). According to the Tennessee Department of Labor and Workforce Development, Cookeville and the 14 county Upper Cumberland region is home to a workforce of more than 153,000 that are employed by 6,000 entities, including 471 companies in the manufacturing sector, followed by retail and health care.

OUR COMMUNITY

Location has always favored Cookeville – chosen for its two springs and its central spot in the new county of Putnam, it was chartered in 1856 as the county seat and named for Richard Fielding Cooke, the state senator instrumental in founding the county in 1854. The routing of the Nashville and Knoxville Railroad (later the Tennessee Central) through Cookeville in 1890 greatly stimulated its prosperity. Cookeville was in the right place when US Highway 70 N in the 1930's, Interstate 40 in the 1960's and US Highway 111 in the 1990's were routed through or near it placing Cookeville on the map as a commercial center.

Cookeville enjoys retail sales of more than \$1 billion annually and more than \$100 billion in bank deposits annually. It has been recognized as a Tennessee Top 10 "Retire Tennessee" community, a Tennessee Main Street and a Tennessee 3-Star Community as well as a "Most Affordable" community. The current Median Household Income for Cookeville is \$35,468.00 The five-year projection for MHI is \$41,995 (an increase of 18.40%).

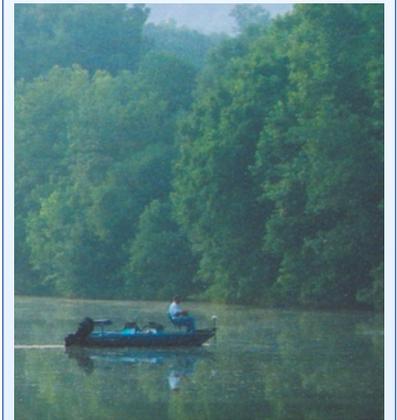
Cookeville is the educational center for the region with Tennessee Technological University, home to the Bryan Symphony Orchestra, community colleges, technology centers and Cookeville High School, distinguished with an International Baccalaureate Program. Healthcare is anchored by the award winning, prestigious Cookeville Regional Medical Center,

Cookeville takes pride in planning for the future. The Cookeville 2030 Plan was adopted by the City Council on December 16, 2010. This Plan serves as a general guide for the physical development of the city and the urban growth area. It presents goals, objectives and policies for future growth and development. Major components of the Comprehensive Plan include the Major Street Plan, Street Improvements Plan, Pedestrian Circulation Plan and the Future Land Use Concept Map.



Cookeville Amenities

Cookevillians enjoy several amenities due to the climate and amount of parks and natural areas surrounding it. There are two large lakes within a few minutes driving distance as well as the Cumberland River. Hiking, biking, and sightseeing are standard activities with the several state parks bordering Cookeville and Putnam County.





The Highlands Business Park



A joint effort between the City of Cookeville and Putnam County, The Highlands Business

Park provides employers with 224 buildable acres of ecologically

engineered and ideally located real estate. You'll find that the Highlands Business Park is an ideal setting for companies to innovate, elevate and accelerate.

Recent Business Developments

Academy Sports and Outdoors, the premier sports, outdoor and lifestyle retailer, will open a 1.6 Million sq. ft. distribution center in Cookeville. Construction began in late 2014 with plans to become operational in early 2016. The company is expected to hire approximately 700 associates over a five-year period with initial hiring to begin in Fall 2015. This partnership is another example of the efforts of Cookeville, Putnam County, the local Chamber of Commerce and IDB with State of Tennessee's Department of Economic Community and Development working together for success.



Governor Haslam and Academy Sports officials announce new distribution center.

CITY GOVERNMENT

The City of Cookeville was incorporated in 1903 at which time it adopted a General Law form of government. The City operates under a Council-Manager form of government, which was adopted in 1961. The City Council is composed of a Mayor, Vice-Mayor and three (3) Council members, all of whom are elected at large. The Council serves regular terms of four (4) years, and members shall not serve longer than two (2) consecutive four-year terms. The Council meets on the first and third Thursdays of each month.

Cookeville has a current population of approximately 31,154 residents with minorities making up 14.4% of the total population. The City provides a wide array of municipal services to its residents employing approximately 425 FTE's. The City's general departments include City Manager's Office, Finance, Police, Fire, Leisure Services & Public Facilities, Public Works, Business/Property Taxes, Codes/Computer Operations, Planning and Human Resources. Additionally, the City owns and operates a natural gas distribution system, electric distribution system, and a water/sewer system. The total annual budget is \$128 million. The City owns a regional medical center that is operated by a Private Act Hospital Authority. The City of Cookeville partners with Putnam County, White County and the City of Sparta in the operation of the Upper Cumberland Regional Airport.

The City Manager shall be chosen by the council solely on the basis of executive and administrative qualifications with special

reference to actual experience in, or knowledge of, accepted practice in respect to the duties of the office as hereinafter set forth.

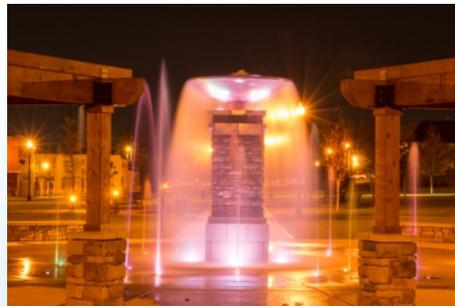
As described in the Charter, the City Manager shall be the chief executive officer and the head of the administrative branch of the city government and shall be responsible to the council for the proper administration of all affairs of the city and to that end, shall have power and shall be required to:

- (1) Appoint and, when necessary for the good of the service, remove all officers and employees of the city except as otherwise provided by the charter, and except as he/she may authorize the head of a department or office to appoint and remove subordinates in such department or office;
- (2) Prepare the budget annually and submit it to the council and be responsible for its administration after adoption;
- (3) Prepare and submit to the council as of the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year;
- (4) Keep the council advised of the financial condition and future needs of the city and make such recommendations as may seem to him desirable;
- (5) Perform such other duties as may be prescribed by the charter or required of him by the council, not inconsistent with the charter.

At the time of appointment, the city manager need not be a resident of the city or state, but during tenure of office, may reside outside of the city only with the consent of the council. The current City Manager is retiring after serving the City for nearly 20 years.



Tennessee Technological University



Dogwood Park Fountain



Cookeville Regional Medical Center



Ideal Candidate

The following education, experience, management, and leadership criteria have been identified as important skills and abilities for candidates to possess and demonstrate (not in order of importance):

- A Bachelor's Degree from an accredited college or university in public administration, business administration, or field closely related to government management. A Master's degree in a related field is preferred.
- Experience as a CM/ACM is preferred, but looking for a record of broad managerial experience and leadership in general management, operations, human resources, utilities, community development, and organizational development.
- A record of successfully dealing with a variety of elected and appointed officials and boards.
- Strong budgeting and fiscal management skills with the ability to seek outside revenue sources and manage effectively within budgetary constraints, including developing sustainable, long-term financial plans.
- Entrepreneurial spirit and approach to government, possessing a demonstrated understanding of the intergovernmental relationships necessary to be effective.
- Proven track record in economic development, including implementation of comprehensive strategies related to such.
- Knowledge of long-range capital improvement programming, operational reviews, performance measurements, and revenue forecasting.
- Experience in dealing with public and media relations, capable of openly and honestly articulating the city's municipal policy position to residents, the media and community groups and organizations, appreciating the need for regular and prompt communication of information to these groups, following a policy of full disclosure in public presentations.

Leadership Skills and Management Style

(Not in order of importance)

- Candidates must be visible in the community; being seen as a leader; conveying a common message and voice with the City Council.
- Candidates must be honest and have a reputation for personal, professional and organizational integrity, leading a transparent organization by example and conducting all personal and professional interactions fairly, honestly and ethically, avoiding any appearances of a conflict of interest.
- Candidates must be self-motivated and hard-working, have a calm and professional demeanor, projecting a reasonable and considered approach to issues and challenges facing the city; be able to accept feedback/criticism in a constructive manner.
- Candidates must have the maturity, self-confidence, and strength of professional convictions to provide administrative insights and administrative counsel to the City Council; be able to firmly and diplomatically present professional views and options, place tough decisions before the City Council and carry out administrative decisions in a timely, professional, and impartial manner.
- Candidates should possess strong interpersonal skills and be politically astute in order to work effectively with all governmental officials, community, and staff.
- Candidates must strive to keep the City Council well-informed; and able to help keep the City Council moving in the same direction while respecting the individuality of members within a group decision-making process.
- Candidates must be articulate and effective communicators - both verbally and in writing; someone who is comfortable listening to and talking with a wide spectrum of people, and is open, friendly, and diplomatic with residents; someone who makes a good first impression.
- Candidates must have strong analytical skills, with the ability to develop reports which include well-reasoned recommendations based on a thorough analysis of the relevant data; someone who is able to present these recommendations in a logical, understandable manner.
- Candidates must be proactive/visionary leaders, with the ability to successfully facilitate and assist staff to identify, analyze, prioritize, and thoroughly deliberate and address administrative and management issues which are critical in meeting both current and longer range needs of the city.
- Candidates must have an open door policy for citizens, staff, and all; must give staff the authority and responsibility to carry out their work in concert with the organizational mission, while holding them accountable for performance; and be someone who encourages innovation and calculated risk-taking.
- Candidates must be willing to commit to a reasonable tenure in service to the City of Cookeville.

Application Process

Deadline for applying is March 6, 2015. The City of Cookeville is an Equal Opportunity Employer. Finalists for this position will be subject to a comprehensive background check, physical and drug screen. Application is a public record.

Send resume with cover letter by March 6, 2015 to:

Armintha Loveday
600 Henley Street, Suite 120
Knoxville, TN 37996-4105

Phone: 865-974-0411

Email: armintha.loveday@tennessee.edu

Resources

City of Cookeville: www.Cookeville-tn.org

Cookeville-Putnam County Chamber of Commerce: www.Cookevillechamber.com

Putnam County: www.putnamcountyttn.gov