THE COMMUNITY

The City of Oak Hill, Tennessee is a suburb of Nashville with a population of 4,891. Located in Davidson County, Oak Hill is a hidden jewel and considered one of the best places to live in Tennessee with a safe, welcoming, and family-friendly community offering an abundance of small-town charm. The City is located 10 miles from downtown Nashville and encompasses eight square miles with roughly 1,850 homes. Its residents are drawn to the exclusive single-family zoning and low-density housing on large, tree-filled lots. Adjacent to Forest Hills and near Belle Meade and Berry Hill, Oak Hill is one of five satellite cities to metro Nashville, in Davidson County. Nashville International Airport is conveniently located just 14 minutes from Oak Hill.

Despite the pressures of urbanization, the City of Oak Hill has retained its residential character to provide a high-quality lifestyle for its residents. The City is completely residential with no commercial establishments. It is home to the Tennessee Governor’s Mansion and several prominent celebrities. Oak Hill has two public schools and three private schools and a number of churches in the city limits.

Residents enjoy a high quality of life and exceptional recreational opportunities in a scenic setting. Radnor Lake State Natural Area is a popular state park located in the heart of Oak Hill. Its 1,368 acres of nature preserve offers five miles of unpaved trails through the woods surrounding Radnor Lake. Visitors to Radnor Lake State Natural Area enjoy miles of hiking along with wildlife including the river otter, beaver, mink, muskrat, bobcat, coyote, white-tailed deer and an occasional bald eagle. Oak Hill also provides convenient access to many outstanding cultural attractions such as the Country Music Hall of Fame and Museum, one of the world’s largest museums; The Parthenon in Centennial Park, a full-scale replica of the original Parthenon in Athens; and The Grand Ole Opry, an American country music stage. Nashville is also home to many headquarters of corporate giants including HCA Healthcare, Bridgestone Americas Inc, Mitsubishi Motors, Amazon, and iHeartMedia.
CITY GOVERNMENT

The City of Oak Hill was incorporated in 1952 before the formation of the Metropolitan Government of Nashville and Davidson County. Oak Hill exists as a satellite city within the Metropolitan family. The City’s primary responsibilities are community planning, land use, zoning, building and codes, and public works.

The City has a manager/commission form of government with an elected Board of five Commissioners, and a Planning Commission and Board of Zoning Appeals appointed by the mayor. The City Manager is responsible for the day-to-day operations of the city by direct involvement and the designation of various tasks to city staff.

The Board of Commissioners is the policy making body of the City. The Board sets policy to be carried out by staff on a day-to-day basis. The policy is set through the approval of various ordinances, resolutions, and regulations. The mayor, vice-mayor, and city commissioners serve on the Board. The Board of Commissioners serve in four-year staggered terms. Following each election, the commissioners select who will serve as mayor and vice-mayor. The Board of Commissioners meet on the fourth Tuesday of each month at the City Office.

The Planning Commission hears requests for the development of areas on steep slopes and the Radnor Lake Impact Zone, as well as approves site plans for Conditional Use Permit holders. The Planning Commission also hears requests for the subdivision/recombination of parcels within the City and makes suggestions to the Board of Commissioners related to new ordinances regarding zoning matters. The Board of Zoning Appeals hears variance requests by homeowners and issues Conditional Use Permits to churches and schools.

The City contracts and provides services such as street maintenance and paving, monthly chipper service, weekly backdoor trash and recycling pickup, right-of-way maintenance, vacation watch, and home security inspection. Oak Hill issues building permits, tree permits, and manages building code inspections. Emergency services, including fire and police, are the responsibility of Metropolitan Government of Nashville and Davidson County.

Oak Hill has no property tax; all property taxes are paid to Metro Nashville. Oak Hill funds are primarily derived from sales tax, fuel tax, building fees, and annual payments from Metro Nashville for street maintenance and related infrastructure.

MISSION

The mission of the City of Oak Hill is to preserve its natural resources and residential environments; to offer an enhanced level of services to its citizens; and to provide a strong sense of community pride with historical awareness all within close proximity to a world-class metropolitan area.
THE POSITION

The City Manager will serve as the City’s top-appointed official performing executive, administrative, and professional work with overall responsibility to manage the City’s workforce, capital assets, and other resources, and is the administrative head of the municipal government under the direction and supervision of the Board of Commissioners. The City Manager provides professional support to the Board of Commissioners in its decision-making role and attends meetings of other advisory bodies. The position supervises a staff of 5 employees and a $2.3 million total budget.

Major duties for this position include:

- Executes the City Commissioners’ directives through the development and implementation of short-and-long-term strategies, programs, and metrics.
- Provides timely, accurate information and policy recommendations to the City Commissioners based on the best interest and outcomes for the residents of Oak Hill. Regularly reports on City activities and operations as requested by the Board of Commissioners.
- Ensures financial integrity and accountability through resource management, cost efficiencies, and other strategies.
- Leads the organization with a commitment to best practices; continuously monitors the efficiency and effectiveness of City operations.
- Develops strategies to enhance engagement and communication among the commissioners, staff, and residents.
- Fosters a culture of learning, empowerment, accountability, and professional growth for members of the Oak Hill team.
- Interacts with residents on a variety of issues with a "customer service" approach.

The City of Oak Hill seeks a self-motivated municipal professional with exceptional leadership skills to serve as its new City Manager. The ideal candidate will possess a strong sense of ethics and foster a culture of accountability throughout the organization. The chosen City Manager will be a customer service-focused people person with an open-door policy for communication with the Commission, staff, residents, and contractors.

A team-builder with a collaborative, inclusive management style, the new City Manager will mentor and coach staff, providing opportunities for professional development and enrichment. The City Manager will maintain the forward momentum of the organization and unite staff with a shared sense of purpose that supports the City’s mission.

The City desires a candidate with a strong financial acumen and extensive knowledge of budgeting and accounting. The City Manager should keep abreast of advancements in the field and know how to leverage technology to improve services. The selected individual will develop an appreciation for Oak Hill’s culture, history, and tradition. The City Manager will work openly with the Board of Commissioners to collaboratively address the challenges facing the City.
OPPORTUNITIES

The City Manager will play a key role in addressing the City’s short-term and long-term needs and provide strategic planning that utilizes available resources efficiently and effectively.

**Storm Water Management Plan** - Oversee development and implement the results of the Storm Water Management Plan. The City intends to dedicate its American Rescue Plan funding to the greatest extent possible to address storm water related issues.

**Fiscal Sustainability** – Be fiscally conservative and prudent in advising and supporting the continuation of efforts to provide taxpayers with excellent and cost-effective service. The City is currently in sound financial shape with no outstanding debt and over three years of expenditures in reserves.

**Technology Systems** - Assess and implement an action plan to modernize the City’s current finance and accounting system, digitize city records, update the website, and support the iWorQ system that is currently being implemented.

**Road Maintenance Plan** – Will work with the Board of Commissioners to develop a long-range road maintenance plan that includes funding sources. The City Manager should be able to develop the plan based on the quantitative data developed in a recently completed road evaluation.

**Strengthen Interdepartmental Coordination** – Institute organizational processes to increase interdepartmental coordination, including evaluation of staff positions and provide clear job descriptions and responsibilities. Build a cohesive management team that consistently applies policies and enforces ordinances.

**Communications** – Develop strategies to enhance communications with residents.
DESIRED QUALIFICATIONS

The successful candidate will be a leader who is approachable and aligned with the City’s values of being ethical, engaged, open to interactions with residents, and striving for excellence. Exercising trust and respect for all, the successful candidate will create an organizational culture that supports and empowers good governance. The successful candidate will understand, respect, and support the role of the Board of Commissioners while remaining apolitical.

- Have a strategic long-range focus to assist the community in charting its future and understand the need to balance residential growth with the desire to preserve Oak Hill’s history and culture.
- Ability to work with elected officials to help the Board of Commissioners understand and evaluate city operations and achieve consensus on various policy issues.
- Accessible to the public, promote public outreach, and have a desire to be visible in the City.
- Strong financial background, including long-term budgeting and capital planning skills, and an understanding of municipal administrative services/operations and how they need to interact cohesively to provide exceptional local government services to residents.
- Hold themselves and others accountable, understand differing perspectives, suggestions, and recommendations as part of their decision-making while building a team culture.
- Strong understanding of government finances and budgetary preparation. Possess the ability to formulate a budget and capital improvement plan and present the proposed budget to the Board of Commissioners in a way that provides the most accurate information and transparency for City operations and financial stability.
- Be committed to the community and the city management profession and have a willingness to commit to a long-tenured service in the community.
- Excellent interpersonal skills and an ability to communicate effectively both orally and in written communication.
- Have a collaborative and open, friendly personality and management style and be one who is ethical and can establish trust quickly with others.
- Have a genuine passion for public service from both an internal standpoint and for serving the community.
- Have a high energy level and enthusiasm for meeting the challenges and responsibilities of the City Manager’s position; have an excellent work ethic.
- Engage enthusiastically in community activities and will develop an appreciation for Oak Hill’s culture, history, and traditions.
- A highly visible, accessible and approachable leader who uses formal and informal opportunities to connect with internal and external stakeholders.
- Commitment to maintain single-family residential-only zoning and preserve the park-like, tree-filled, and spacious beauty of Oak Hill.
EDUCATION AND EXPERIENCE

A Bachelor’s degree from an accredited college or university in public administration, business administration or a field closely related to municipal management. A Master’s Degree in a related field and experience in local government is preferred. A minimum of ten (10) years of progressively increasing professional experience including supervisory experience in city management, budget and finance. A strong working knowledge of planning, zoning and land use principles and technology savvy.

COMPENSATION AND BENEFITS

A starting salary based on the successful candidate’s qualifications and experience will be offered, with a range extending from $95,000 to $125,000. The City of Oak Hill also offers a range of employee benefits, including medical, dental, vision, paid vacation, sick leave, 401(k) with 7% City contribution, and Tennessee Consolidated Retirement System.

APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at: 

https://bakertilly.recruitmenthome.com/postings/3245

This position is open until filled; however, first review of resumes occurs on January 13, 2022. Following this date, applications will be screened against criteria outlined in this brochure. Interviews will be offered to candidates named as finalist, with reference checks, background records checks, include credit history, and academic and employment verifications conducted after receiving candidate’s consent. For more information, please contact Patty Heminover at patty.heminover@bakertilly.com or by calling 651.223.3058.

Visit www.oakhilltn.us for more information about the City of Oak Hill

The City of Oak Hill is an Equal Opportunity Employer