City Manager  
City of Norris, Tennessee

The City of Norris is now accepting applications for the position of City Manager. Norris is a Historic City of 1,629 people that was built in the mid-1930’s to house the work force constructing the Norris Dam. Norris is a full-service City with a total work force of 14 full time employees, 7 part time employees and 5 seasonal part time employees, and an annual budget of more than 1 million dollars. The City Manager carries out the policies approved by a five-person City Council with non-staggered terms, elected every two years. The City is seeking an energetic, facilitative and visionary City Manager who will wear multiple hats, with an emphasis on excellent fiscal management, economic development, and grants development and management.

The City Manager is the administrative head of the city and supervises department heads of the Public Works, Police and Fire Departments, and City Office Staff. The City Manager administers the City's personnel system, employs, maintains, and terminates city employees in accordance with applicable Federal, State, and City legislative and procedural provisions. The City Manager also serves as Secretary-Treasurer to the Norris Water Commission and the Watershed Board.

Candidates must possess a Bachelor's degree from an accredited college or university in public administration, business administration, or a field closely related to municipal management or four (4) year of progressively increasing city management experience, or any combination of education and municipal experience that demonstrates proficiency in managing a complex municipal corporation. Management experience, including managing staff, projects, and programs is required. Municipal Salary depending on qualifications along with a generous benefit package. (Salary range $80,000 – $125,000)

Skills needed for current position include strong knowledge of common and frequently used computer programs (Microsoft Office, Excel, and PowerPoint). This position will be filled with a person who has the ability to manage multiple projects in a timely manner, collaborate positively with other city employees and officials, possess excellent verbal and written skills, organize and prioritize assignments, and work independently.

Interested candidates should send their resumes, along with a cover letter to:

Norris City Office  
PO Box 1090  
Norris, TN 37828  
e-mail: cityrecorder@comcast.net

Deadline for submissions is Friday, September 9, 2022 at Noon.

More information at http://www.cityofnorris.com

The City of Norris is an equal opportunity employer and recruits, employees, trains, compensates, and promotes without regard to race, creed, color, origin, age, gender, marital status, or disability.