

## **CITY MANAGER, Millersville, TN**

The city is accepting resumes for the position of City Manager. Millersville is located 16 miles north of Nashville on Interstate 65, lying in both Sumner and Robertson Counties. The position is appointed by, and responsible to a five-member Board of Commissioners, for the day-to-day administration of all city services. The City Manager is responsible for oversight of a budget of approximately \$5.5M and 36 FTE employees. 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 successful candidate will possess a strong ethical compass, an ability to communicate vision as well as tactical goals, a capacity to work in a political environment, with direct experience working with elected officials. The City Manager must have a passion for leading a small town, the ability to relate well to the community, and the ability to partner with an engaged Commission to carry out the strategic priorities of the City. The position requires working closely with the City commission, staff, federal, state, other local officials and citizens in a collaborative and helpful way.

The successful candidate will:

- Be comfortable being the face of the community, telling its story, advocating for opportunities and marketing strengths;
- Be experienced in effectively leading and managing a diverse group of employees with varying backgrounds, tenures and skillsets;
- be strategic and innovative regarding areas for growth, new development and redevelopment while balancing strengths in economic development for retail, industry, small business, and start-up opportunities, and grants development and management;
- be adept at constructively advising and providing guidance to City commission in helping them achieve their vision and priorities;
- Have a proven track record in developing and supporting staff to achieve excellence;
- Be skilled at diplomatically engaging with a diversity of stakeholders such as individual citizens, community groups, City Commission members, employees, regional, state and federal authorities in order to leverage City opportunities and mitigate challenges;
- Be able to effectively recruit, retain, manage, develop and engage talented staff to deliver excellent customer service to both internal and external customers;

Core skills include a working knowledge of financial statements, including trend assessment and forecasting; organizational skills with an eye for efficiencies and the role of technology in that process; communication skills (both oral and written); excellent interpersonal skills and a passion for customer service.

The ideal candidate will have a bachelor's degree in public administration or business management, a master's degree would be preferred, and will have three to five years of experience as a City Manager, Assistant City Manager, or Department Head in a similar sized community; or will have more than ten years of experience in a management role in municipal government or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Additional information about the community will be on the City's Website: <https://www.cityofmillersville.com>

Salary for this position is commensurate with experience. The City of Millersville is an Equal Opportunity Employer. Resumes will be accepted until the position is filled.

All interested applicants should submit a resume and cover letter along with three professional references, and salary history to:

Municipal Technical Advisory Service  
226 Capitol Blvd, Suite 606  
Nashville, TN 37219  
Attn: Gary Jaeckel, Municipal Management Consultant  
Or by Email to:

[gary.jaeckel@tennessee.edu](mailto:gary.jaeckel@tennessee.edu)