Management Consultant - Municipal Technical Advisory Service - 19000001YI

Regular Full-time, Pay Grade 43
Location: Nashville, TN

The University of Tennessee Municipal Technical Advisory Service (MTAS) seeks applications for a Municipal Management Consultant in its Nashville office. MTAS is an agency of the University of Tennessee Institute for Public Service and provides consulting, technical assistance, training, and research services to Tennessee cities.

Duties and Responsibilities:
The position provides professional advice and assistance in the area of municipal management primarily to an assigned set of cities in Tennessee, regardless of size, on a broad range of issues and problems. In addition to providing direct client assistance, the Management Consultant researches, develops and maintains timely reports on critical issues; teaches municipal training courses within the context of a well-defined training curriculum; and assists other consultants in the agency in the performance of individual and team projects. This position performs other special project work as assigned.

POSITION REQUIREMENTS:
Required Qualifications:
Education:
The position requires a master’s degree in public administration or in a related field.

Experience:
This position requires at least five years employment in local government, including three years as a city manager or six years as an assistant city manager. Preference is given to experience as a city manager or assistant city manager in a city with a minimum 10,000 in population. Extra consideration will be given for additional experience city management or Tennessee specific experience.

Knowledge, Skills, Abilities:
The position requires knowledge and understanding of the problems faced by city officials. It requires independent planning and processing of projects, questions, training, etc. The work is performed in both the field and the office and as such, requires constant scheduling and updating of work activities. This position requires extensive travel.

A COVER LETTER, RESUME AND REFERENCES ARE REQUIRED.

Each employee that drives a vehicle for work-related business must have and maintain a valid driver’s license and appropriate automobile insurance. Applicants are encouraged to review all position requirements prior to applying. Salary is based on a combination of professional experience and qualifications.

For best consideration, applications should be submitted by October 30, 2020. Applicants should apply electronically at https://hr.utk.edu/staff-positions/

All applicants must submit a resume, cover letter, and a minimum of three professional references. Position is open until filled.

For more information and to apply, please visit: https://ut.taleo.net/careersection/ut_system/jobdetail.ftl?job=19000001YI&tz=GMT-04%3A00&tzname=America%2FNew_York
Job: Public Service
Primary Location: US-Tennessee-Nashville
Organization: Municipal Tech Adv Service
Schedule: Full-time
Campus/Institute: Institute for Public Service

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