



ASSISTANT CITY ADMINISTRATOR - CITY OF FRANKLIN, TENNESSEE

The City of Franklin, TN (pop. 88,558) is seeking an experienced and dynamic leader to serve as its next Assistant City Administrator (ACA). Reporting directly to the City Administrator, this executive-level role provides equal focus on internal leadership and external engagement, overseeing community and economic development activities and coordinating operations across multiple city departments, including Planning & Sustainability, Engineering, and Building & Neighborhood Services. The position also coordinates the operations of the Franklin Transit Authority. The ACA plays a critical role in shaping Franklin's growth by ensuring high-quality development, preserving the community's historic character and charm, and maintaining the city's strong infrastructure.

The ideal candidate will be an innovative leader with expertise in urban planning, infrastructure management, and economic development, as well as a strong background in public-private partnerships and regulatory oversight. They must be a relationship builder, a skilled negotiator, and a strategic thinker who can collaborate with elected officials, city leadership, and external stakeholders to enhance Franklin's reputation as a premier community in Tennessee. The selected individual will also partner closely with the City Administrator and fellow Assistant City Administrators to foster a positive organizational culture, promote employee engagement, and support a healthy, high-performing workplace. This position requires an experienced, solutions-driven leader with the energy and drive to lead a high-performing team while navigating complex development challenges and facilitating smart growth.

Located just 21 miles south of Nashville, Franklin blends small-town charm with economic prosperity. The city boasts a thriving historic downtown, strong corporate presence, and a high quality of life, making it one of the fastest-growing communities in Middle Tennessee. Franklin is known for its award-winning schools, vibrant local festivals, and commitment to historic preservation while embracing modern economic opportunities.

Minimum Qualifications: A bachelor's degree in Public Administration, Business Administration, Planning, or a related field, with a master's degree preferred. At least ten (10) years of progressively responsible experience in local government management, planning, or economic development. Preferred certifications include AICP, Certified Economic Developer (CeCD), Development Finance Certified Professional (DFCP), or International Code Council (ICC) Certifications.

Compensation & Benefits: The City of Franklin offers a highly competitive executive compensation package, commensurate with experience and qualifications. The expected hiring range is \$180k-\$210k. A current compensation study will enhance the full compensation range for future growth. The City also offers a comprehensive benefits package including health insurance, retirement benefits, paid leave, and professional development support. Relocation assistance is available.

How to Apply: Candidates must submit a cover letter, résumé, and five professional references online at www.GovHRjobs.com. First review date of applications is May 2, 2025, open until filled. For more information, contact Mary Jacobs, MGT Director of Human Capital Solutions, at (847) 380-3240 X 177 or Lane Bailey, MGT Senior Consultant at (847) 380-3240 X 140.

Candidates are required to live within 35 miles of city limits after one year.

The City of Franklin is an Equal Opportunity Employer.