

ASSISTANT TOWN MANAGER

TOWN OF MOUNT CARMEL

The Town of Mount Carmel, Tennessee, is seeking qualified candidates for the position of Assistant Town Manager. This executive leadership position serves as the Town's Finance Director (CMFO designee) and Town Recorder and assists the Town Manager in the administration and operation of municipal government. Responsibilities include financial management, budgeting, accounting, utility billing, grant administration, records management, and support of the Board of Mayor and Aldermen.

A bachelor's degree in public administration, finance, accounting, business administration, or a related field and significant local government experience are required. CMFO certification is preferred and must be obtained within two years of employment if not currently held. Salary is competitive and commensurate with qualifications and experience.

To apply, send Resume and Cover Letter to tyler.williams@mountcarmeltn.gov or apply via Indeed.



Town of Mount Carmel, Tennessee
CLASSIFICATION DESCRIPTION

ASSISTANT TOWN MANAGER

General Statement of Job

The Assistant Town Manager serves as a key member of the Town's executive leadership team and assists the Town Manager in the administration, management, and operation of municipal government. The Assistant Town Manager shall also serve as the Finance Director (CMFO designee) and Town Recorder for the Town of Mount Carmel.

The Assistant Town Manager, under the direction of the Town Manager/CFO, is responsible for directing and overseeing the day-to-day financial operations of the Town, including budgeting, accounting, payroll, purchasing, investments, debt administration, utility billing, financial reporting, grant administration, and internal controls. The Assistant Town Manager serves as the Town's Finance Director and is responsible for ensuring compliance with all applicable federal, state, and local laws, regulations, accounting standards, and financial reporting requirements.

The Assistant Town Manager shall provide professional financial advice and recommendations to the Town Manager and Board of Mayor and Aldermen and shall implement financial policies and directives established by the Town Manager and governing body.

As Town Recorder, the Assistant Town Manager serves as custodian of official Town records, maintains legislative records and proceedings of the Board of Mayor and Aldermen, administers records management functions, attests legal documents, coordinates public notices and elections as required by law, and maintains the Town Seal.

The Assistant Town Manager assists the Town Manager in the overall leadership, coordination, and administration of Town operations and may serve in the Town Manager's absence or as designated. Work is performed with considerable independence and professional judgment under the general direction of the Town Manager and within the framework of the Town Charter, ordinances, policies, and applicable laws.

The Assistant Town Manager reports directly to the Town Manager.

Duties & Responsibilities

- Assists the Town Manager in the administration and management of Town operations, programs, departments, and services.
- Assists in implementing goals, objectives, policies, and strategic initiatives established by the Board of Mayor and Aldermen and the Town Manager.
- Conducts special studies, organizational reviews, and management projects as assigned.
- Serves as Acting Town Manager when designated.
- Provides professional advice and recommendations to the Town Manager regarding operational, financial, personnel, and administrative matters.

- Coordinates activities among departments to improve efficiency, effectiveness, and customer service.
- Participates in Board of Mayor and Aldermen meetings and other public meetings as required.
- Directs and administers all financial operations of the Town.
- Develops, implements, and maintains financial policies, procedures, and internal controls.
- Prepares and administers the annual operating and capital budgets in coordination with the Town Manager.
- Monitors revenues, expenditures, cash flow, investments, and fund balances.
- Oversees accounting functions including general ledger, accounts payable, accounts receivable, payroll, utility billing, purchasing, and financial reporting.
- Prepares monthly, quarterly, and annual financial reports for the Town Manager and Board of Mayor and Aldermen.
- Assists the Town Manager with long-range financial planning and capital improvement planning.
- Coordinates the annual external audit and implementation of audit recommendations.
- Assists in the issuance and administration of municipal debt and financing programs under the direction of the Town Manager.
- Oversees grant accounting, reporting, and compliance requirements.
- Maintains compliance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) standards, Tennessee Comptroller requirements, and all applicable laws.
- Coordinates banking, investment, and treasury management activities.
- Monitors and recommends improvements to financial systems and technology.
- Provides financial forecasting and fiscal impact analyses.
- Serves as Clerk to the Board of Mayor and Aldermen.
- Attends meetings of the Board of Mayor and Aldermen and prepares official minutes and records.
- Coordinates preparation and distribution of meeting agendas and supporting materials.
- Maintains custody of official Town records and the Town Seal.
- Prepares, records, publishes, and maintains ordinances, resolutions, contracts, agreements, and other official documents.
- Ensures publication of legal notices and compliance with public notice requirements.
- Oversees records retention and records management programs.
- Coordinates codification of ordinances and Charter updates.
- Coordinates Public Records Requests.
- Processes board and committee appointments, vacancies, and applications.
- Serves as Notary Public when required.
- Promotes a culture of professionalism, accountability, transparency, and customer service.
- Responds to citizen inquiries, complaints, and requests for information.
- Represents the Town in meetings with governmental agencies, consultants, financial institutions, and community organizations.
- Maintains positive working relationships with elected officials, staff, and the public.

Additional Job Functions

- Attends conferences, seminars, workshops, and professional development programs.
- Maintains membership and participation in professional organizations.
- Performs related duties as assigned by the Town Manager.
- May be required to work evenings, weekends, and emergency events.

Minimum Education, Training, & Experience

- Bachelor's degree from an accredited college or university in Public Administration, Finance, Accounting, Business Administration, Government, or a closely related field is required.
- Master's degree in Public Administration (MPA), Business Administration (MBA), Public Finance, or related field is strongly preferred.
- Five (5) to ten (10) years of progressively responsible experience in municipal government administration, finance, accounting, budgeting, or related management experience.
- Supervisory and leadership experience required.
- Valid Tennessee Driver License.
- Certification as a Certified Municipal Finance Officer (CMFO) by the State of Tennessee is preferred at the time of appointment and must be obtained within two (2) years of employment and maintained thereafter as a condition of continued employment.

Classification Status

FLSA Status: Exempt

Employment Status: Full-Time

Pay Grade: Grade X of Town of Mount Carmel Pay Plan

This position is designated as Essential Personnel and may be required to report for duty, remain on duty, or be recalled to duty during emergencies, disasters, severe weather events, or other circumstances affecting public health, safety, and welfare.