

Job Title: City Manager

Job Summary:

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 for, 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. 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.

Key Responsibilities:

- **Administrative Oversight:** Manage day-to-day operations of city departments, ensuring compliance with local, state, and federal regulations.
- **Policy Implementation:** Execute and enforce policies established by the city council, providing guidance and recommendations for new policies.
- **Budget Management:** Prepare and manage the city budget, ensuring fiscal responsibility and transparency in financial operations.
- **Community Engagement:** Foster strong relationships with community stakeholders, including residents, businesses, and civic organizations, to promote community involvement and address concerns.
- **Strategic Planning:** Develop and implement strategic initiatives to improve city services, infrastructure, and quality of life for residents.
- **Crisis Management:** Respond to emergencies and crises, coordinating with relevant agencies to ensure public safety and effective communication.
- **Reporting:** Prepare reports for the city council and other stakeholders, providing updates on city operations, projects, and financial status.

Qualifications:

- **Education:** Bachelor's degree in public administration, business administration, or a related field; master's degree preferred.
- **Experience:** Significant experience in municipal management, public administration, or related fields, typically 5-10 years in a leadership role.
- **Skills:** Strong leadership, communication, analytical, and problem-solving skills; proficiency in budgeting and financial management; knowledge of local government operations.

Working Conditions:

- Office environment with occasional evening and weekend meetings.
- May require travel for meetings, conferences, and site visits.

Salary:

- Competitive salary commensurate with experience, along with benefits. The City of Millersville is an Equal Opportunity Employer.

This role is pivotal in ensuring that the city operates smoothly, effectively meets the needs of its residents, and plans for future growth and sustainability.

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: The City of Millersville:
HR@cityofmillersville.com