City Manager

The City of Cross Plains, TN is seeking a dedicated and experienced municipal government professional to serve as part-time City Manager. Cross Plains is in Robertson County, just north of Nashville, and is located on the west side of Interstate 65. The community has a population of 1,789, a Police Dept, Fire Dept, Public Works Dept., and Parks/Recreation Dept.

City Manager

- Recommends programs and services by studying the city's changing needs, identifying and anticipating community service trends, and evaluating and offering options to the Board of Commissioners.
- Provides city services by establishing and improving a functional structure and delegating authority.
- Will maintain city staff by recruiting, selecting, orienting, and training employees.
- Maintains city staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops, reviewing publications, establishing personal networks, and participating in professional associations.
- Achieves financial objectives by developing and recommending an annual budget, scheduling expenditures, analyzing variances, initiating corrective actions, and anticipating long-term issues.
- Enforces Board’s decisions by developing, monitoring, and enforcing policies and procedures.
- Insure Compliance with federal, state, and local laws and regulations by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements, and advising management on needed actions.
- Promotes city services by coordinating and cooperating with federal, state, and local government units.
- Keeps the Mayor and Commissioners informed by collecting, analyzing, and summarizing information and trends; remains accessible; and answers questions and requests.
- Maintains rapport with the community by meeting with citizens and advisory groups, reaching out to resolve concerns.
- Contributes to team effort by accomplishing related results as needed.

City Manager Qualifications and Skills

- Excellent face-to-face communication and presentation skills
- Exceptional organizational and time management skills
- Effective leadership skills and experience managing large and small teams
- Willingness to learn from mistakes and give feedback on ways of improving
- Collaborative and team-oriented
- Financial management in city government
- Ethics in leadership, making value-based decisions
- Experience with goal setting and program evaluation
- Negotiation experience to resolve complex and sensitive problems

Education & Experience Requirements

- Managing and directing operations of a municipality
- Experience with various types of governmental forms and relationships between professional managers and elected officials
- Delegating authority and responsibilities
- Knowledge of race and ethnic issues in cities
- Understanding of HR management best practices, staff facilitation, and strategic planning

Should hold the values of Cross Plains as a small town, with the desire to maintain the small town feel and preserve the history while managing the future.

Position will consist of 20-30 hours per month, Salary of $18,000 annually.

Please send cover letter and resume immediately by electronic mail to the University of Tennessee's Municipal Technical Advisory Service, attention Gary Jaeckel, at gary.jaeckel@tennessee.edu. **The deadline to submit a Cover Letter and a Resume is February 14th, at 5:00 PM,** with Initial review of applications to occur shortly afterwards, with interviews to follow. Please direct questions to Gary Jaeckel, MTAS Management Consultant, at the same email address.