



DEPUTY CITY MANAGER
Oak Ridge, Tennessee



DEPUTY CITY MANAGER OAK RIDGE, TENNESSEE

THE CITY

Oak Ridge, Tennessee (population 31,402) has no state income tax, is rich in history and natural beauty, and combines a family-friendly environment and an abundance of recreational, cultural and educational amenities with the opportunities and challenges of a unique, growing city. If you are looking for a safe community with low crime, top-rated schools, parks, greenways, and athletic fields, you will find it in Oak Ridge. Oak Ridge is also in proximity to a national park and has a strong historical significance to our country.



The City of Oak Ridge, located 25 miles west of downtown Knoxville, is located in both Roane and Anderson counties. It is part of the Knoxville metropolitan area and is strategically located in a valley between the Cumberland and Great Smoky Mountains. From its quiet woodlands and peaceful waterfronts to the Manhattan Project National Historical Park, Oak Ridge has something for everyone.

The City's newest City Manager, Randy Hemann, who began November 1, 2023, is seeking experienced local government leaders as candidates for Oak Ridge's Deputy City Manager position. Candidates must be entrepreneurial, and innovative, and lead with integrity, collaboration, and a high level of communication.

Oak Ridge is experiencing momentum unlike anything in its recent history and is at the forefront of the new nuclear age. Created by the federal government to construct the first atomic weapon in 1942, Oak Ridge is currently experiencing a surge in growth and economic development, expecting to add at least another 10,000 residents in the next ten to fifteen years. The federal government owns a sizeable fraction of the land area, and the U.S. Department of Energy (DOE) has a large presence, with major facilities operated by multiple contractors for different components of DOE. Oak Ridge National Laboratory (ORNL) is a multiprogram research laboratory of the DOE Office of Science. The Y-12 National Security Complex is a production facility of the National Nuclear Security Administration (NNSA), responsible for the maintenance and production of uranium components of nuclear weapons in the United States arsenal. As the nuclear stockpile is reduced, Y-12 dismantles these devices to allow the special materials to be used for electric power generation by the commercial power industry.





Oak Ridge leaders and its citizens have been proactive in preparing Oak Ridge to meet this momentum. Well over 100 volunteers serve the city as appointed members of city commissions such as the Beer Permit Board, Municipal Planning Commission, and advisory boards on topics like disabilities, environmental quality, and the interests of local youth. From 2017 - 2019, the city and hundreds of volunteers developed a [Blueprint for Oak Ridge](#) which is a citizen-supported, visionary plan for future growth and development. The following values were identified:



Natural Assets: Oak Ridge has widespread appreciation for the greenbelts, trails, river, creeks, and scenic vistas that are part of the everyday experience of living in Oak Ridge. Their protection, enhancement, and expansion are important to our community.



Science, Technology and Innovation: Oak Ridge grew from a fascinating history of worldwide influence that is still the underpinning of our economy and community identity. We were “Born to Innovate.” At its inception, Oak Ridge was a place where incredibly smart, creative young people came from around the globe to do amazing work that changed the world. That remains the case today.



Education: Oak Ridge Schools are among the highest-rated schools in the state, according to the Tennessee Dept. of Education’s Letter Grade Rating System. The school district was established in 1943 to serve the families of the Manhattan Project. In 2017, the district earned the distinction of being the first to achieve district-wide AdvanceED STEM Certification, meaning each school and all grades K-12 are focused on Science, Technology, Engineering, and Mathematics (STEM) programs.



Being Uniquely Oak Ridge: Oak Ridge was an extraordinary place when it was the core element of the Manhattan Project – it is an extraordinary place today. The community clearly expressed the desire to make Oak Ridge a more distinct and identifiable place, and to build upon its unique history, landscape, the arts, and contribution to the world of science.

Most notably, the Blueprint says the following about Oak Ridge: It is also apparent that the people who call Oak Ridge home are remarkable for their exceptional community spirit, broad-mindedness, and sense of responsibility. The diversity of people that was produced by the Manhattan Project has shaped a culture of tolerance and altruism. One does not have to be born here to be an Oak Ridger, a concept that redefines “community.”





THE DEPUTY CITY MANAGER POSITION/ CITY ORGANIZATION

The Deputy City Manager reports to the City Manager and assists in the management of government operations, advises and recommends courses of action on issues as assigned, and implements the mandates and directives of the City Manager and a seven-member Mayor and City Council, elected at large.

The Deputy City Manager acts as a technical advisor in coordinating various City projects with the City's department directors and/or City Boards and organizations which includes the Industrial Development Board, Planning Commission, and City Council.

The city's budget includes the budget for the highly-rated Oak Ridge public schools. Oak Ridge Schools are among the highest-rated schools in the state, according to the Tennessee Department of Education's (TDOE) new Letter Grade Rating System. Six Oak Ridge schools earned an "A" letter grade, the highest possible rating, and three earned perfect Level 5 scores in every scored component contributing to the overall grade. The city and the Oak Ridge School system have a collaborative working relationship which is critical as the community grows and further develops.

In addition to the traditional services provided by a full-service city, (Police, Fire, Public Works, Planning and Development, Finance, Information Services, Library, Recreation and Parks, City Courts and Administration) Oak Ridge also operates an electric utility, and water and wastewater utilities. Oak Ridge is also planning to build a general aviation airport in the next few years.

The city's department heads are experienced, dedicated leaders who value teamwork, collaboration, and communication. The workforce is described as smart and passionate with the desire to make Oak Ridge the best it can be.





EXPECTATIONS AND PROJECTS

- The Deputy City Manager will oversee, monitor, and supervise selected City departments and functions designated by the City Manager.
- They will perform studies or analysis on issues that affect the future direction of the City including funding issues, tax and utility rates, and service delivery issues for both specific departments and the City in general.
- Working with City staff, the Deputy City Manager will take part in the strategic planning effort and implementation of action plans, and provide direct oversight of the day-to-day operations of those departments.
- The city's original inception did not include a traditional downtown. Current city leaders are working on developing a mixed-use downtown district in the city's center that will function like a historic downtown and can be a gathering place for residents and visitors.
- The city is in a unique position with respect to economic development. The economic impact of the Department of Energy presence is estimated to be \$7 billion. Oak Ridge can continue to capitalize on this asset while also diversifying its economic development and redevelopment options.
- The city has earned an Aaa bond rating from Moody's. It is important to maintain this rating as the City addresses aging infrastructure. The city is completing an \$80 million water plant construction and planning to build a new general aviation airport. Highway expansion is also critical to alleviate congestion in the region. The ability to leverage federal and state funding for these important, long-term improvements is vital.
- Oak Ridge Schools account for a large fraction of the City's budget. The bulk of the schools operating budget comes from State-controlled allocations, but the City supplements this by contributing nearly \$15.5 million per year (equivalent to about three-quarters of receipts from local taxes on real property) from city tax revenues, and debt service on school capital projects adds several million more to the city expenditure for schools. Furthermore, the schools are requesting additional capital funding for improvements and possible expansions to their facilities.
- Oak Ridge, like many local governments, is grappling with recruitment and retention of employees. The next Deputy City Manager must be a 21st-century leader with the ability to assess the needs of today's workforce and provide innovative solutions for recruitment and retention challenges including but not limited to compensation, flexibility in scheduling, and hybrid work options.

CANDIDATE QUALIFICATIONS

- Candidates must have a Bachelor’s Degree in Public Administration, Business Administration, Political Science, or a related field and five years of experience in project management or in a government agency; or an equivalent combination of education and experience.

A Master’s Degree is preferred.

- Candidates must possess or have the ability to attain a State of Tennessee driver’s license within 30 days of employment.
- Candidates must be highly collaborative with demonstrated success in building partnerships, particularly with large institutional stakeholders, regional partners and state agencies.
- Candidates must be comfortable with and have experience in dealing with complex, multi-stakeholder issues that include the federal government and well-developed negotiation skills are a must.
- Candidates must have a reputation for a high level of communication in their interactions with elected officials, the city organization, citizens and all community stakeholders.
- Candidates will be expected to reside in Oak Ridge and become a part of the fabric of the community.

CANDIDATE SKILLS AND TRAITS

- Be a motivating, empathetic, and transformational leader who can facilitate cross-organizational relationships.
- Possess municipal finance expertise and knowledge sufficient to leverage city dollars with state and federal funds to achieve the city’s infrastructure goals and objectives.
- Be a naturally curious, politically astute, and situationally aware leader who displays strong listening skills.
- Be a skilled leader who can foresee organizational challenges and assess and improve their team’s talents.
- Display effective oral and written communication skills with the ability to explain complex issues to policymakers, citizens, and other stakeholders in non-technical language.
- Know personnel rules and regulations, local codes, ordinances, and regulations, City policies and procedures.





COMPENSATION AND RESIDENCY

The salary range for this position is \$138,049 to \$182,208. The city offers a competitive benefits package. The Deputy City Manager will be required to reside in the City of Oak Ridge within a reasonable amount of time. **The State of Tennessee does not have a state income tax.** Under Tennessee law applications may be subject to open records request.

HOW TO APPLY

To qualify for the first review of candidates, applications must be submitted by **April 5, 2024, at 5 p.m.**, with resume, cover letter and contact information for five work-related references at **www.oakridgetn.gov/apply**.

City of Oak Ridge Personnel Department: (865) 425-3564
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The City of Oak Ridge is an Equal Opportunity Employer.