

Johnson City, Tennessee
Job Opening for Assistant City Manager

Position Summary:

The City of Johnson City, Tennessee (population approx.65,000) seeks an **Assistant City Manager**. Home to East Tennessee State University, Johnson City is the hub of the Tri-Cities region and operates under the Council-Manager form of government. The Assistant City Manager will report directly to the City Manager and will perform highly responsible managerial and administrative work in the coordination, organization, and direction of City programs and services; assist the Manager with the development and implementation of policies and procedures; conduct and oversee special projects; serve as liaison to other governmental agencies, university entities, neighborhoods, and community groups. Extensive experience is required involving responsibility for the planning, organization, implementation, and supervision of varied work programs associated with the provision of core local government services.

This position will be focused on day-to-day city activities.

Education and Experience:

- Master's degree in public administration, business administration, or a related field; and
- Minimum of five to seven years of progressively responsible local government management experience.

Preferred Qualifications:

- Experience as a City or County Manager and/or Deputy or Assistant City or County Manager.
- Experience in a full-service community is preferred, and of at least a similar size.
- Knowledge of local, state, and/or federal laws and applicability to local entities.
- Demonstrated ability to implement change with measurable accomplishments.
- Flexibility to handle diverse issues with varying completion schedules.
- Positive record of achievement and a history of developing constructive working relationships throughout an organization.
- Community-oriented, with the ability to work closely with citizens, elected officials, other agencies, and the media to further the goals of the City; and
- Experience working in a growing urban area.

Special Requirements:

Required to reside within the city limits of Johnson City within six (6) months of hire date.

Applications will be received on-line at www.johnsoncitytn.org until the position is filled. Salary range begins at \$79,277 and tops at \$128,491. Starting salary DOQ.

To apply from the main web page please follow the steps below:

- Select department and divisions,

- Human Resources,
- Current job openings.

EEO