Introduction

The City of Bristol, Tennessee is seeking an experienced, energetic, team builder and leader to be their next Director of Administration.

Located adjacent to I-81 in Sullivan County, Bristol is a part of the Tri-Cities, Tennessee. With a population of 27,000 people, the city sits within a Combined Statistical Area (CSA) which has a population of more than 500,000. It is the twin city of Bristol, Virginia which lies directly across the state line between Tennessee and Virginia. The boundary between the two cities is that of the States, which runs along State Street in their common downtown district.

Bristol offers an exceptional quality of life, with a low cost of living and moderately priced real estate. Located in the foothills of the Appalachian Mountains, four distinct seasons and a
temperate climate, a thriving downtown, growing arts scene (including the *Rhythm and Roots Reunion*), and exceptional music venues (including the *Paramount Center for the Arts*) provide residents with abundant options for indoor and outdoor recreation. Families can play, fish, boat, bike, hike and picnic at Steele Creek Park, Sugar Hollow Park, and South Holston Lake. Residents can also golf at a number of locations, including the 9-hole Municipal Golf Course.

Bristol is probably best known for being the site of some of the first commercial recordings of country music, showcasing Jimmie Rodgers and the Carter Family. The U.S. Congress recognized Bristol as the "Birthplace of Country Music" in 1998. Bristol is also the site of the Bristol Motor Speedway, a NASCAR short track that normally sells out more than 160,000 seats twice annually.

The City of Bristol owns the *Bristol Tennessee City Schools* system, which provides comprehensive K-12 education. The City school system has an approximate enrollment of 3,900 students and a professional teaching staff of 250. The system is accredited by the Southern Association of Colleges and Schools. It boasts test scores in the top 10% in the Tennessee Comprehensive Assessment Program.

An extensive network of major roadways provides valuable opportunities for businesses and residents. Located within a day's drive of more than 70 percent of the U.S. population, Bristol is served by more than 50 motor freight carriers and 2 railroads. Outstanding air service is available through the Tri-Cities Regional Airport, which offers jet and air carrier service to more than 100 cities.

**City Governance**

The City itself is approximately 31 square miles in area, and operates under a Council-Manager form of government. The Director of Administration reports directly to the City Manager. The current City Manager has been with the City for a number of years, mostly as Deputy City
Manager, and more recently as City Manager. The City Council is comprised of 5 members elected on a non-partisan basis for staggered 4-year terms of office.

Bristol is a full-service city providing a wide range of municipal programs and facilities. City services include the following: police, fire, transit, planning, community development, public facilities maintenance, water supply, wastewater collection/treatment and leisure services. As of the current fiscal year, the permanent and full-time associates total is 313.

This is an exceptional opportunity to work in a top-notch organization with a superb staff of high-quality leaders and managers. The Director of Administration position will require an individual with sound judgment and human resources skills, organization development expertise, and a can-do work ethic.

History

Before 1852, what is now the heart of the City of Bristol Tennessee / Virginia was part of the vast plantation of Rev. James King. Rev. King had a son-in-law, Mr. Joseph R. Anderson, then a merchant of Blountville, Tennessee, who when learning that two railroads would meet upon the King land, foresaw that the site would be ideal for the founding of a city.

On July 10, 1852, Anderson contracted for 100 acres of the King plantation: forty-eight acres in Tennessee and fifty-two acres in Virginia. On July 16, 1852, he chose the name "Bristol" for his planned city, narrowly edging out the name "Paradise" by only one point. The survey of Bristol began August 1, 1852 and continued for three days. During the summer of 1853, Mr. Anderson had a combined residence and business house erected on what is now the southwest corner of State Street and Martin Luther King Blvd. This was the first building erected in the Town of Bristol and was the beginning of this city. Anderson moved his family from Blountville to this house on September 18, 1853. The Bristol post office opened in this house on November 5th. His general mercantile store opened for business on December 24th of the same year. Banking began in 1854. This corner is now called the Birthplace of Bristol.
The City of Bristol operates under a Private Act Charter. The Charter was first adopted, and the City was thus incorporated, in 1856.

Position Profile

Under the executive direction of the City Manager, performs highly responsible administrative and supervisory work involving the overall management of human resources, risk management, information technology and purchasing. Under the area of human resources the position is responsible for benefits, compensation, employee relations, selection and placement, drug and alcohol testing, EEO compliance, Title VI coordinator, and assistance with the annual budget. Under the area of risk management the position is responsible for workers' compensation, liability claims, liability and property insurances, safety policies and inspections, and ensuring adherence to TOSHA regulations. Under the area of information technology the position is responsible for overseeing the goals and objectives of the division and for providing leadership in overall project management. Under the area of purchasing the position is responsible for ensuring compliance with all purchasing policies and regulations, overseeing purchase orders and reviewing all requests for proposals on behalf of the city.

Position Qualifications

The following education, experience, management, and leadership criteria have been identified as important skills and abilities for candidates to possess and demonstrate (not in order of importance):

- A Bachelor’s Degree from an accredited college or university in human relations, public administration, business administration, or a closely related field. A Master’s degree is preferred.

- Minimum five years of experience in human resource management, or general public administration management, including purchasing, risk management, and/or information technology management. Local government experience is preferred.
A record of successfully dealing with a variety of employees and administering a variety of modern human resource services.

Candidates should have a broad understanding of modern purchasing policies and procedures.

Candidates should have a broad understanding of modern municipal risk management issues, including workers compensation, liability claims, and safety program administration.

Candidates should possess a basic understanding of information technology management.

Candidates must have a reputation for personal, professional and organizational integrity, conducting all personal and professional interactions fairly, honestly and ethically.

Candidates must be self-motivated and hard-working, have a calm and professional demeanor, projecting a reasonable and considered approach to issues and challenges; be able to accept feedback/criticism in a constructive manner.

Candidates must have strong analytical skills, with the ability to develop reports which include well-reasoned recommendations based on a thorough analysis of the relevant data; someone who is able to present these recommendations in a logical, understandable manner.

Candidates should possess strong interpersonal skills and the ability to work with and function as a key member of a high-performing team. They must have a collegial style, and be approachable and interactive with employees; be a coach and demonstrate willingness to counsel and mentor employees so as to achieve their greatest potential.

Candidates must be self-starters who are willing to listen to new ideas; be innovative and creative when addressing issues.
Position Advertisement

City of Bristol, Tennessee (27,000)
Director of Administration

Salary range of $61,825 - $95,175 DOQ, plus excellent benefits. 313 employees. Current Director leaving after 6 years. Position answers to the City Manager. Full service community nestled in fantastic Northeast Tennessee. Must be a proven manager with excellent communication and team-building skills. Responsible for all human resource functions as well as the departments of risk management, information technology, and purchasing. Demonstrated success in public management. At least 5 years’ experience as a human resource manager or general public administration or equivalent. Bachelor’s degree in related field required, Master’s preferred. Go here to view the Position Profile:

Send resume by June 1, 2015 to City Manager Bill Sorah, Attn: Director of Administration Applications, City of Bristol, P.O. Box 1189, Bristol, TN 37620. Phone: (423) 989-5501. Or email resume to: resume@bristoltn.org.
CITY OF BRISTOL, TENNESSEE
Classification Specification

POSITION TITLE: Director of Administration
POSTION CODE: 1006

EXEMPT STATUS: Exempt

GENERAL DESCRIPTION OF DUTIES

Under the executive direction of the City Manager, the purpose of the position is to perform highly responsible administrative and supervisory work involving the overall management of Human Resources, Risk Management, Information Technology and Purchasing. The Human Resources function is responsible for benefits, compensation, employee relations, selection and placement of employees, drug and alcohol testing, EEO compliance. This position serves as the Title VI coordinator and assists with the annual budget. Under the area of Risk Management, the position is responsible for workers’ compensation claims, liability claims and the oversight of workers’ compensation, liability and property insurances, develops and oversees safety policies and inspections and ensures adherence to TOSHA regulations. Under the area of Information Technology, the position is responsible for overseeing the goals and objectives of this division and provides leadership in overall project management. Under the area of Purchasing, this position is responsible for ensuring compliance with all purchasing policies and regulations, oversees purchase orders and reviews all request for proposal issues on behalf of the city. Has responsibility for accomplishing department objectives and goals within the guidelines established by the City Manager and perform related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Counsels department heads, managers and supervisors on the application process, and on human resource practices and policies.
- Analyzes, creates and implements human resources plans, practices, policy and related programs.
- Plans, implements and monitors the progress of all benefits and all other human resources related programs.
- Serves as the plan administrator for the self-funded health insurance plan.
- Advises and counsels department heads, managers and supervisors on performance related issues, including evaluations, corrective actions, and terminations.
- Coordinates recruiting and screening of job candidates in order to assist department heads and managers in selection of employees.
- Develops and oversees all EEO standards, policies and procedures.
- Designs and maintains applicable human resources and related benefit and departmental forms, maintains all mandatory records and reports of city and employee information.
- Ensures compliance with city adopted safety policies and procedures.
- Prepare and oversee the human resources, risk, information technology and purchasing budgets.
• Assists in the drafting and editing of job descriptions.
• Oversees information technology projects for all city departments.
• Assists all departments with hardware, software and individual computer needs.
• Oversees the billing for all phones: cellular, analogue and VoIP.
• Oversees departmental purchases and ensures all purchasing policies are compliant with state and local laws.
• Assists departments with necessary bids and requests for proposals and tracks applicable purchases.
• Oversees all property, liability and workers’ compensation claims.
• Oversees all litigation filed regarding any issue with liability or workers’ compensation claim.
• Manages and oversees the purchase all property, liability and workers’ compensation insurance.

**MINIMUM TRAINING AND EXPERIENCE**

Bachelor’s Degree in Business Administration, Human Resources or related field required, with five years increasing responsible experience in human resources management, benefits oversight, plan administration for self-funded plans and various retirement plans or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this position. Must possess knowledge, skills and abilities in the area of procurement. Must possess experience that would provide the necessary skills, and abilities in the field of Human Resources and project development and oversight. Must possess a valid driver’s license.

The City of Bristol, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bristol, Tennessee will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

________________________________  ____________________________________________
Employee’s Signature                  Supervisor’s Signature

________________________________  ____________________________________________
Date                                    Date