

**The University of Tennessee
Institute for Public Service
Municipal Technical Advisory Service (MTAS)**

Executive Director

The University of Tennessee Institute for Public Service is searching for an Executive Director of the Municipal Technical Advisory Service as the agency's current Executive Director has announced retirement. The position may be based in Knoxville, TN or Nashville, TN and will require extensive statewide travel.

Established in 1949, the Municipal Technical Advisory Service (MTAS) provides consulting and training services to 345 incorporated cities in the State of Tennessee, units of state government, and professional associations associated with municipal government as part of the university's public service mission. MTAS has seven office locations across the state of Tennessee. The Executive Director is responsible for leadership of the agency including 50+ employees, a nearly \$6.7 million budget, strategic planning, workforce development, stakeholder relations, human resources, performance measures, and private fund raising. The Executive Director must establish and maintain relationships with cities through an advisory committee and with the TN Municipal League and its affiliate organizations, state government and various professional associations. The Executive Director is responsible to the Vice President of Public Service for overall agency management.

Qualifications require a Master's degree, preferably in Public Administration, City Management, or a related field. A minimum requirement of ten (10) years' experience as a senior leader in a complex organization, preferably in a local or state government or nonprofit organization with similar work goals, is also required. Experience as a city manager and/or managing staff in remote locations is a plus. Applicant must have strong oral and written communication skills, ability to lead a multi-talented, multi-disciplined municipal consulting agency, and ability to manage budget and human resources.

Applicants must apply electronically and attach a cover letter, resume, and at least four (4) references with contact information. For full consideration, application must be received by May 17, 2017. Salary commensurate with education and experience. For more information on the position and the statewide UT Institute for Public Service, visit www.mtas.tennessee.edu.

To apply, please access the following link:

https://ut.taleo.net/careersection/ut_system/jobdetail.ftl?job=17000000IU

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University. The University does not discriminate on the basis of race, sex or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the UTK Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.