



The City of Millington Announces the Following Position

Position: Digital and AI Strategist

Compensation: \$55,000-\$80,000 annually (dependent upon experience)

Hours: 40 hours/week

Annual Benefits: Two Weeks Paid Vacation, Twelve Days Paid Sick Leave, Thirteen Paid Holidays, Defined Benefit Pension Plan with Small Employee Compensation required, Health Insurance 70% and Life Insurance with 65% paid by City, and other optional insurance products

POSITION SUMMARY:

The City of Millington is seeking a forward-thinking professional to serve as our Digital Strategy and AI Integration Manager. This pivotal role is designed to harness the power of technology and artificial intelligence to enhance municipal operations, cybersecurity, public safety, and communications. The ideal candidate will be instrumental in modernizing our digital infrastructure and strategies, ensuring that Millington remains a leader in efficient and innovative local governance.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Information Technology, Computer Science, Public Administration, Communications or related field. (City can waive education requirement based on practical experience in other associated fields).
2. Minimum of 5 years of experience in IT management, digital strategy, or a related area, preferably within a governmental or public sector setting.
3. 2. Must possess a valid Driver's License.

SPECIAL REQUIREMENTS:

1. Must be able to successfully pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to learn and execute standard policies, procedures, and activities as necessary in the completion of daily responsibilities.
2. Ability to organize, prepare, and maintain an assortment of records, reports, and information in an effective manner and according to departmental and/or governmental regulations.
3. Ability to communicate effectively with supervisors and other staff members.
4. Comprehensive knowledge of the terminology used within the department.
5. Ability to use independent judgement in routine and non-routine situations.
6. Capable of working under a minimum degree of stress related to duties that require constant attention to detail.
7. Good working knowledge of departmental procedures and methods and of modern office practices, procedures, and equipment required in the performance of duties.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. **Digital Strategy Development:** Craft and implement a comprehensive digital strategy that aligns with the city's goals and enhances service delivery.
2. **AI Integration:** Identify and deploy AI tools to optimize operations across departments, including public safety, communications, and administrative functions.
3. **Cybersecurity Oversight:** Collaborate with our IT vendor to ensure robust cybersecurity measures are in place, safeguarding the city's digital assets.
4. **Public Communications Management:** Oversee the city's digital communication channels, ensuring timely and effective dissemination of information to the public.
5. **Vendor and Project Management:** Liaise with external vendors and manage technology-related projects to ensure timely and within-budget delivery.
6. **Performance Monitoring:** Establish metrics to assess the effectiveness of digital initiatives and make data-driven recommendations for improvements.

Applications may be submitted on line at www.millingtontn.gov or in person at the Personnel Office located at 7930 Nelson Road, Millington, TN. To be considered for employment, you must complete the City of Millington's job application. You may also attach a resume and cover letter, but it is not required.

The City of Millington is an Equal Opportunity Employer.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR INTERVIEWS OR TESTING.

Open: July 16, 2025 – until filled.