

## **TOWN OF SPRING CITY, TENNESSEE**

### **NOW HIRING: CITY MANAGER**

The Town of Spring City (pop. 1,949) is seeking qualified applicants for the position of City Manager. Nestled along the lake in northern Rhea County, Spring City combines small-town charm and exceptional opportunities for outdoor recreation.

The City Manager is appointed by and reports to the Mayor and Board of Commissioners. The position serves as the Chief Administrative Officer, overseeing all municipal operations, departments, personnel, and finances. Responsibilities include budgeting, policy implementation, human resources, project management, purchasing, intergovernmental relations, community engagement, grant administration, event coordination, and marketing using social media platforms and town websites.

#### **Minimum Qualifications:**

- Bachelor's degree in public administration, political science, business management, or a related field; or 2–5 years of relevant experience in government or business management.
- Valid Tennessee driver's license (or ability to obtain).
- Must be bondable and pass a pre-employment drug screening.
- Proficient in Microsoft Office and general office equipment.

Residency in Spring City or Tennessee is not required at the time of appointment.

Salary is commensurate with qualifications and experience. A competitive benefits package is offered to include retirement through Tennessee Consolidated Retirement System (TCRS), employer paid health insurance (employee only) with an HRA, vacation and sick time, compensatory pay, and 13 paid holidays.

#### **To Apply:**

Submit a cover letter and resume to:

Armintha.loveday@tennessee.edu

Application Deadline: July 9, 2025

For more information, visit [www.townofspringcitytn.org](http://www.townofspringcitytn.org)

The Town of Spring City is an Equal Opportunity Employer.

## **TOWN OF SPRING CITY**

### **CITY MANAGER**

#### **DEFINITION:**

The City Manager is appointed by, reports to, and is under the general supervision of the Mayor and Board of Commissioners. This position acts as the Chief Administrative Officer and shall exercise such authority and control over law and ordinance violations, departments, officers, and employees, and town purchases and expenditures as the Charter describes. The City Manager is responsible for the effective and efficient operation of the Municipal Government activities.

#### **SUMMARY OBJECTIVE:**

- Ensure effective and efficient municipal operations in compliance with city ordinances, state laws, the Town Charter, and Board-enacted ordinances.
- Supervise all departments and personnel, including direct oversight of the City Recorder, Police Chief, Fire Chief, Public Works Director, and Water/Wastewater Supervisors.
- Oversee citywide functions including human resources to include the appointment, promotion, suspension, transfer, and termination of employees, budgeting, purchasing, project management, communications, and community engagement.
- Lead strategic planning and execution of public infrastructure, capital projects, and community initiatives.
- Direct the development and implementation of policies, procedures, and performance standards to support operational efficiency and public service delivery.
- Administer and monitor multi-million-dollar budgets; prepare financial reports, ensure audit compliance, and advise the Board on financial matters.
- Oversee procurement and contract management in alignment with government regulations.
- Coordinate with external partners, governmental agencies, and funding entities; act as liaison between the city, residents, businesses, and stakeholders.
- Secure, manage, and report on grant funding to support infrastructure and community development.
- Develop and execute marketing strategies to promote city services, events, and tourism; manage content across official social media platforms and town websites.
- Plan, promote, and execute city-sponsored events.
- Respond to public concerns with professionalism and efficiency.
- Represent the Town of Spring City in a positive and professional manner across all internal and external interactions.
- Execute contracts as authorized by the Board and make recommendations for improved operations, service delivery, and community outcomes.

## **REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of personnel, policies, and procedures
- Knowledge of budgetary principles
- Knowledge of purchasing practices as required by law
- Knowledge and comprehension of fund accounts and financial statements
- Knowledge of general operations of City Government activities
- Knowledge of administrative skills, practices and procedures of public administration
- Ability to evaluate situations and make decisions
- Ability to express ideas clearly, concisely and convincingly
- Ability to supervise other employees
- Ability to establish and maintain an effective working relationship with the public and employees
- Any and all other requirements as described in the Town Charter

## **QUALIFICATIONS:**

- Minimum of Bachelor's degree in public administration, political science, business management, or closely related field OR 2-5 years of proven and successful business management, OR any combination of experience and training deemed as equivalent.
- Valid Tennessee Driver's license
- Proficient in Microsoft Office
- Must be bondable
- Pass pre-employment drug screen by licensed physician
- Operate a computer, fax machine, copier and other modern office equipment
- Operate a light duty vehicle

## **SPECIAL DEMANDS:**

- This is a full-time salaried position and must have the ability and willingness to attend all meetings, both internal and external, to include regularly scheduled workshops and meetings, as well as, budget meetings as mandated
- Typically works indoors in an office environment. The employee may be required to lift objects such as journals and reports
- Work is generally indoors, but the employee must be prepared to work outdoors regardless of weather conditions when necessary
- May be exposed to dust and loud noises
- Must be able to spend long hours sitting and using office equipment
- Must be able to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of customers, co-workers, and management
- Must be able to meet tight deadlines