



### IDEAL CANDIDATE

- **Core Skills**

Working knowledge of financial statements, municipal purchasing practices, personnel administration and administrative organizational skills; communication skills (both oral and written); excellent interpersonal skills and a passion for customer service.

- **Education**

A Bachelor's degree from an accredited higher education institution or equivalent experience; preferably a Master's degree in public administration or related field.

- **Experience**

A minimum of 5 years of administrative experience in public administration or administrative experience where leadership skills can be demonstrated.

Interested candidates send resumes and cover letter to: Pete Auger, UT-MTAS management consultant:  
[pete.auger@tennessee.edu](mailto:pete.auger@tennessee.edu).

Deadline for submissions is January 31, 2026.

**The Town of Greeneville, TN, is seeking qualified candidates for the position of:**

### **TOWN MANAGER**

**Salary Range \$149,400-\$169,040, DOQ**

The historic Town of Greeneville is a thriving municipality of more than 15,000 residents and 4,500 businesses. Greeneville's story is rich and deeply rooted in American history and is named after Nathanael Greene, a Revolutionary War general that served with George Washington. Greeneville is also a place of artists and makers; and families benefit from a highly ranked school system. Over the past decade, Greeneville has experienced steady and robust growth and remains committed to being the place where "history meets tomorrow." Incorporated by private acts, this town position is responsible for the daily operation of the town and serves at the will and pleasure of the Town Council. This position is also responsible for the preparation and administration of the town budget and acts as purchasing agent for the town.

The next Town Manager should be prepared to address the following initiatives identified as immediate or long term: Municipal Growth Management; Infrastructure Development and Financing; Downtown Parking Solutions; Economic and Community Development Strategy; Traffic Management; Housing Availability and Affordability; and Intergovernmental and Organizational Collaboration.

The successful candidate will possess a strong ethical compass, an ability to communicate well with the public, and a capacity to advise, make recommendations on changes to policies and procedures as well as needed repairs to the Council.

Town of Greeneville  
200 North College Street  
Greeneville, TN 37745  
(423) 639-7105  
<http://www.greenevilletn.gov>

## Town of Greeneville, Position Profile

A historic community on the rise is seeking an experienced, innovative, and adaptable City Manager – someone who leads with integrity, humility, and a commitment to excellence.

Are you ready to guide a thriving municipality of more than 15,000 residents and approximately 4,500 businesses, all located among the foothills of the Great Smoky Mountains? With convenient access to several state highways and the scenic Nolichucky River, our community offers both natural beauty and strategic opportunity.

Greeneville's story is rich and deeply rooted in American history. Known for legendary figures such as David Crockett and President Andrew Johnson, the town proudly bears the name of Nathanael Greene, one of George Washington's pivotal generals during the Revolutionary War. Part of the renowned Appalachian Trail winds through Greene County, and the graceful church steeples of downtown lend the area a charm often described as a "Little Charleston."

Greeneville is also a place of artists and makers. With a heritage that reaches back to Haun pottery and the county's long-standing furniture-making traditions, today's artisans continue the legacy – turning wood, painting, printmaking, and creating in local studios and maker spaces. The local theatre scene is vibrant as well, offering numerous opportunities for thespians of all ages to perform, learn, and grow.

Families benefit from a highly ranked school system with Greeneville City Schools and proximity to excellent community colleges and universities. Our community is equally passionate about its athletic achievements. Known proudly as the "Title Town," Greeneville has earned statewide recognition for its numerous high school state championships – reflecting a tradition of excellence, teamwork, and community pride that runs deep. Niche.com ranks Greeneville City Schools as the #1 school district for athletes in Tennessee and #11 in the best overall school districts in Tennessee.

Over the past decade, Greeneville has experienced steady, robust growth and remains committed to being the place "where history meets tomorrow." From exploring the Andrew Johnson National Historic Site to attending live performances at the Niswonger Performing Arts Center, there is always something to enjoy in and around Greeneville, Tennessee.

Greeneville delivers the best of both worlds: small-town warmth and strong community roots, paired with quick access to major regional hubs like Knoxville and Asheville, North Carolina. It is a place for history lovers, lifelong learners, artists, athletes, and outdoor adventurers alike. Residents enjoy proximity to destinations such as the Birthplace of Country Music in Bristol, the attractions of Pigeon Forge and Gatlinburg, watersports on

Douglas and Cherokee Lakes, and countless miles of mountain trails. Many say that Greeneville is the place that's "just right."

If you are ready to embrace the challenge of stewarding this community forward, here are a few highlights that may capture your interest:

### Key Strategic Issues for Consideration

The following initiatives have been identified as critical priorities that the incoming City Manager must be prepared to address in both the immediate and long-term future:

#### 1. Municipal Growth Management

Effectively guiding Greeneville's growth to ensure sustainable development and alignment with community values.

#### 2. Infrastructure Development and Financing

Planning, maintaining, and expanding infrastructure systems while identifying viable funding mechanisms to support these initiatives.

#### 3. Downtown Parking Solutions

Addressing parking challenges in the downtown area to support commerce, accessibility, and urban vitality.

#### 4. Economic and Community Development Strategy

Formulating and executing a comprehensive strategy to stimulate economic growth, attract investment, and enhance community well-being.

#### 5. Traffic Management

Improving traffic flow and safety through strategic planning and infrastructure enhancements.

#### 6. Housing Availability and Affordability

Expanding housing options to meet the needs of a diverse and growing population.

#### 7. Intergovernmental and Organizational Collaboration

Strengthening partnerships with neighboring jurisdictions and non-governmental organizations to foster regional cooperation and shared progress.

If you think you have the Knowledge, Skills, and Abilities that are listed on the job description and you can demonstrate that through your experiences, send a cover letter and resume to [Peter.auger@tennessee.edu](mailto:Peter.auger@tennessee.edu).

The city council is looking at the salary range between \$149,400 and \$169,040, depending on education and experience.

## Town of Greeneville

### City Manager - Job Description

#### DEFINITION

This employee is responsible for the daily operation of town government activities and support services under the general supervision of the City Council. The employee serves at the will and pleasure of the City Council. The city manager is the chief operating officer of the town. Instructions to the employee can be general and the employee must routinely use independent judgment when completing tasks. The employee must consider different courses of action and sometimes deviate from operations "as they have always been done." The work requires frequent contact with the City Council, committees, all department heads and employees as well as the general public. The city manager must coordinate these duties to assure the effective and efficient operation of the town government.

#### EQUIPMENT AND LOCATION

The employee will operate modern office equipment, technology and programs that ensure efficient operations and communication.

Work is generally indoors, but the employee must be prepared to work outdoors regardless of weather conditions when necessary. The employee is expected to travel around the town and outside the town to ensure that the town is represented, connected, and working with other communities and organizations in a cooperative way to help ensure positive outcomes for the town.

It is required that the manager's primary residence would be in the town.

#### ESSENTIAL FUNCTIONS OF THE JOB

1. Responsible for the preparation and administration of the town budget, as well as the development of documents such as the Capital Improvement Plan (CIP), etc.
2. Is responsible for all operations of the town and monitors the performance of all departments relating to budgets and work schedules, and project schedules.
3. Consistently consults and cooperates with the committees of the City Council in the administration of town affairs.

4. Keeps the City Council informed as to departmental deficiencies especially as they relate to financial conditions, budgets, schedules, cost overruns, and performance of department directors, etc.
5. Reports to the City Council corrective action taken or proposed to bring departments or special projects and outside contracts back under budget, so that they conform to schedules and cost estimates.
6. Prepare reports, agendas, and other information for submission to the governing body or other agencies.
7. Prepares administrative directives and updates. Conducts on own initiative or upon request of the City Council analysis of administrative programs and projects relating to town operations.
8. Makes recommendations to the City Council for improving the quality and quantity of public services to be rendered by the employees to the citizens of the town.
9. Coordinates, supervises and mentors all day-to-day administrative activities and operations for each department of the town under policies established by the City Council.
10. Responsible for the hiring, development, promotion, discipline and termination, of town personnel under policies established by the City Council or by the Town's Charter and civil service regulations.
11. May recommend specific personnel positions and/or reorganization of town administration, as may be required to meet the needs and operational requirements of the town; and may propose personnel policies and procedures for approval by the City Council.
12. Administers the personnel policies, and related rules and regulations as adopted by the City Council.
13. Administers and coordinate all federal and/or state grants applied for and received by the town; stays abreast of grant programs and opportunities for future funds.
14. Acts as purchasing agent for the town in accordance with State law and purchasing policies and procedures adopted by the City Council.

#### ADDITIONAL EXAMPLES OF WORK PERFORMED

Keeps the City Council fully advised as to the conditions and needs of the town.

Reports to the City Council on the condition of all town equipment, buildings and facilities, and real estate, make recommendations regarding repairs, replacement or improvements.

Makes recommendations to the City Council on policies and procedures for the efficient and business-like operation of town government.

Recommends to the City Council the priority of programs or projects involving public works, public improvements, public safety, etc.

Performs other duties as required by the City Council.

#### REQUIRED KNOWLEDGE, ABILITIES, SKILLS

Knowledge of municipal budgetary principles and practices, including governmental fund accounting and financial statements.

Knowledge of the organization, functions and challenges associated with municipal government operations. Ability to work with stakeholders in a cooperative nature.

Knowledge of municipal purchasing practices, as required by law.

Knowledge of municipal personnel administration, including policies and procedures and federal and state laws dealing with personnel administration. Having humility and empathy while building a professional innovative team.

Knowledge of administrative skills, practices and procedures related to effective and efficient administration of town government while maintaining ethical, honest, integrity, and accountable behavior.

Ability to evaluate situations and make decisions in a timely manner.

Ability to study municipal operations and make recommendations to the City Council for improvements, including technology and innovation.

Ability to plan, assign, and coordinate the activities of town employees and other resources to achieve the most efficient and effective day-to-day operations.

Ability to express ideas and information clearly, concisely and convincingly both orally and in writing to staff, the governing body, and to the general public.

Ability to establish and maintain effective working relationships with the general public, employees, other agencies, NGO's and the town's elected officials.

Skillful and being politically aware when presenting introducing new ideas or changes.

Skillful in the way of introducing visionary or innovated ideas while being flexible enough to alter those ideas or programs so that it builds consensus.

Skillful in communication, inside and outside of the organization and being able to communicate at all levels.

#### QUALIFICATIONS

Bachelor's degree from an accredited higher education institution or equivalent experience. A master's degree in public administration or a related field is preferred. A minimum of 5 years' administrative experience in public administration or equivalent administrative experience where leadership, delegation, supervision and project management can be demonstrated