

NOTICE OF ACCEPTING APPLICATIONS

The City of Dayton will be accepting applications for an Administrative Specialist/Outreach & Grants Coordinator. High School Diploma or equivalent required; Associate's or Bachelor's Degree preferred **or** equivalent combination of education and experience. At least two years of experience in administrative coordination, program support, community engagement, fundraising or related roles, preferably in a city or public management environment. Experience with local community outreach efforts, marketing or public relations. Knowledge and experience with grant-writing administration and process; Familiar with basic principles of municipal finance and state laws governing the operation of local governments. Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, Teams), cloud storage, and grant tracking tools. Excellent verbal and written communication skills; ability to express ideas and complex operations in both oral and written formats. Annual salary range for qualified candidates \$65,000-\$75,000.

Applications will be accepted in the Municipal Building until 4:30 PM on Friday, March 13, 2026. The City will hire from the applications filed or according to the Personnel Policy of the City of Dayton a person or persons to fill the position or positions that are or may become available during this period of time. Applications with resumes will be accepted in the Municipal Building or via email: hr@daytontn.net.

Applications, job qualifications and portions of the Personnel Policy that are applicable may be obtained by coming by the City of Dayton Municipal Building, 399 First Avenue, Dayton, Tennessee between the hours of 8:00 A.M. to 4:30 P.M., Monday through Friday or via our website: www.daytontn.net

No interviews will be conducted until after applications are accepted and reviewed.

George Ladd
City Manager