

# CITY ADMINISTRATOR

**Department:** Administration  
**Classification:** Exempt – Grade 9

**Reports to:** Mayor and Aldermen  
**Effective Date:** March 2026

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## **SUMMARY**

The City Administrator for the City of Tullahoma performs executive, administrative, technical, and professional work in directing and supervising the operations of City government. This position works under the guidance of the Board of Mayor and Aldermen and exercises supervision over all municipal employees, either directly or through department heads and supervisors.

## **EXAMPLES OF RESPONSIBILITY**

- Manages and supervises all departments and offices of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, leads and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets and prepares data for studies, reports and recommends; coordinates department activities with other municipal departments and governmental entities as needed.
- Provides professional advice to the Board of Mayor and Aldermen and department heads; makes presentations to Board, commissions and committees, civic group, and the general public.
- Communicates adopted plans, policies, and procedures to staff and the general public.
- Ensures that assigned areas of responsibility operate within budget; performs cost control activities; monitors revenues and expenditures to ensure sound fiscal management; prepares and submits a preliminary annual fiscal budget reflecting departmental needs; ensures the effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Administers the adopted City budget and advises the Board of financial conditions and current and future fiscal needs.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness.
- Promotes a positive and professional work environment and resolves employee concerns and grievances.
- Assists subordinates in performing duties and addresses errors and complaints as needed.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Enforces and ensures compliance with all applicable laws, provisions of the City Charter, and actions of the Board of Mayor and Aldermen including the Personnel Regulations.
- Attends all meetings of the Board of Mayor and Aldermen.
- Performs related work as required.

## **REQUIRED KNOWLEDGE AND ABILITIES**

- Demonstrated knowledge of modern policies and practices of public administration.
- A strong working knowledge of municipal finance, human resources, public works, public safety, parks and recreation, municipal services, and planning, codes and life safety enforcement.
- Ability to establish and maintain an effective working relationship with employees, elected officials, representatives of other agencies and the general public.
- Skill in preparing and administering municipal budgets.
- Skill in planning, directing and administering municipal programs.

- Ability to prepare and analyze comprehensive reports and carry projects through to completion.
- Ability to communicate effectively, both orally and in writing, and to follow verbal and written instructions.
- Knowledge of City and department rules, regulations and procedures.
- Proficiency with computers and relevant software applications.
- Valid Tennessee Driver's License

## **EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS**

- Bachelor's degree in public administration, political science, business administration, or closely related field from an accredited college or university, master's degree preferred; and
- Minimum of five (5) years of progressively responsible experience as a city administrator, city manager, or in a senior leadership role within a public agency with similar responsibilities; or
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities.

## **ADA REQUIREMENTS**

**Physical Requirements** - Physical demand requirements are at levels for those of sedentary work. Must be able to lift and/or carry weights of five to ten pounds and occasionally up to forty pounds; occasional bending, kneeling, stooping and reaching above shoulder level; manual dexterity in the use of fingers, limbs or body to operate office equipment; may involve extended periods of sitting at a keyboard.

**Sensory Requirements** - Tasks require visual perception and discrimination including color and depth. Tasks require perception and discrimination of sound.