



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

MTAS Salary Survey

User Guide

DRAFT

May 2026



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Introduction

Thank you for participating in the annual MTAS Salary Survey. The primary objectives of the survey are to better enable customers to:

- Identify market rates for similar work throughout the state
- Assist in salary increase planning
- Review the "going wage" for similar positions

Our goal is to ensure Tennessee municipalities complete the survey to provide you with as much information as possible to assist in your annual budgeting and salary planning process.

Sharing your city or town's salary information is a benefit to all municipalities in the state.

For assistance, please contact your MTAS HR Consultant:

- East and Middle Tennessee: John Grubbs | john.grubbs@tennessee.edu | (615) 532-2588
- West Tennessee: Peter Voss | peter.voss@tennessee.edu | (731) 425-4781

Or email salaryinfo@tennessee.edu.

Accessing the Salary Survey

The Salary Survey has a public-facing landing page, but access is restricted to registered users.

The Salary Survey link is available from the main MTAS website here:



This is the direct link to the salary survey: <https://survey.mtas.tennessee.edu/>

Register as New User

To register for access, go to this URL <https://survey.mtas.tennessee.edu> and click on "Register as a new user" and enter your account information.

A screenshot of the MTAS Salary Survey registration page. The page has a header "Welcome to the MTAS Salary Survey" and a paragraph explaining the survey. Below this, there is a link "click here to register." highlighted with a red box and an arrow pointing to it. To the right, there are input fields for "Email" and "Password", both with red error messages: "The Email field is required." and "The Password field is required." respectively. Below these fields is a "Log in" button and a "Remember me?" checkbox. At the bottom right, there is a link "Register as a new user" highlighted with a red box and an arrow pointing to it. The footer includes the MTAS logo and contact information for HR Consultants.

Fill out the registration form as shown here. Please note that all users will create and maintain their own password. MTAS will not maintain or have access to user passwords.

Register

Create a new account.

First Name

Jane

Last Name

Doe

Job Title

HR Director

Email

enter your work email address

Password

create your own password

Confirm password

create your own password

Organization

Name of your municipality

Register

Password Requirements

- Passwords must be at least 6 and at max 100 characters long.
- Passwords must have at least one non alphanumeric character.
- Passwords must have at least one lowercase ('a'-'z').
- Passwords must have at least one uppercase ('A'-'Z').

Once the form is filled out, click on Register to **submit your request** for a new account. After you have registered, your account will be reviewed, and you will receive an email upon approval.

Log in/Password Management

Once your new account is approved, go back to the Salary Survey homepage, <https://survey.mtas.tennessee.edu> and log in with the email and password that you created.

If you forget your password, you can reset it by clicking the 'Forgot your password?' link and you will receive an email to reset your password. MTAS will not have access to your password and cannot reset your password for you.

Welcome to the MTAS Salary Survey

With assistance from the cities and towns in Tennessee, MTAS collects salary data annually for a selected group of positions and provides access to that information in the MTAS Salary Survey.

MTAS does not maintain the usernames and passwords. If you have forgotten your password or username, [click here to reset it](#). If you have not created a user account yet, [click here to register](#).

Contact Us

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- West Tennessee: Peter Voss | peter.voss@tennessee.edu | (731) 425-4781

Use either link to reset your password.

Email

The Email field is required.

Password

The Password field is required.

☐ Remember me?

Log in

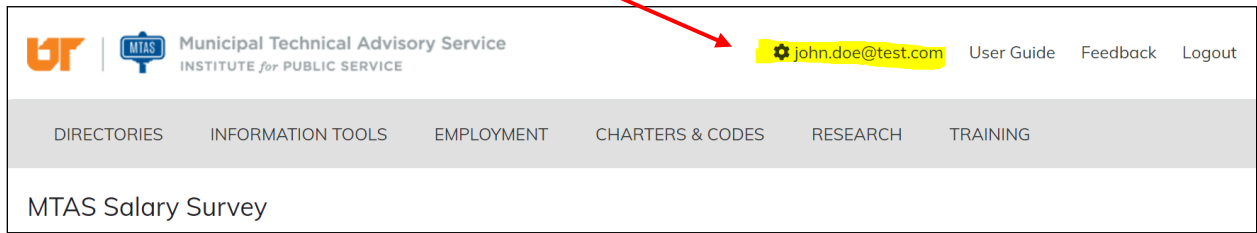
[Forgot your password?](#)

[Register as a new user](#)



All users can change their own passwords after logging into the database.

To change your password, log in to the system and click your email at the top right of the screen and click the 'Change Password' link.



Change password

Current password

New password

Confirm new password

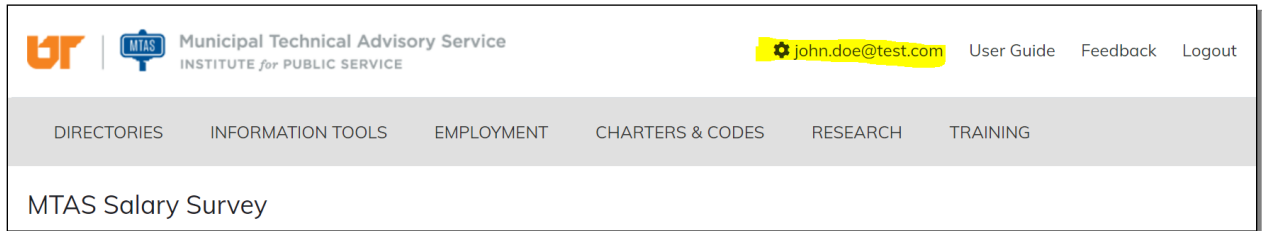
Update password

Password Requirements

- Passwords must be at least 6 and at max 100 characters long.
- Passwords must have at least one non alphanumeric character.
- Passwords must have at least one lowercase ('a'-'z').
- Passwords must have at least one uppercase ('A'-'Z').

Managing and Approving Users

If you are designated as the Salary Survey admin for your city, you will have permission to approve users who register for access. To approve users, click on your email and click “Users”.



You will see a list of users for your organization, and you can approve any user by clicking “Edit” and changing the Approval Status to “Approved”.

Edit

Email Address

faobrien57@gmail.com

First Name *

Frances

Last Name *

AdamsO'Brien

Job Title

Librarian

Organization

Adams

Approval Status *

Approved

Admin *

☐

Survey Editor *

☐

Survey Viewer *

☒

Assign
permissions
here.

Save | [Back to List](#)

You can also choose which level of permission the user will have when accessing the system. The permission levels are described below:

- Admin - Can complete surveys, submit surveys for approval, and approve users.
- Survey Editor - Can complete and submit surveys.
- Survey Viewer - Can use the Reporting Dashboard.



Please view our video [Managing Your City's Users in the Salary Survey](#) on the MTAS YouTube channel.

Completing the Survey Form

Please view our video on [Starting a New Survey](#) for more information.

To submit your city's salary data, go to <https://survey.mtas.tennessee.edu>, log in, and at the Salary Survey home page, click on the "Start Now" button.

Note that only ONE survey can be created per city. Once that survey is saved, only one user from your city can edit the survey at a time.

MTAS Salary Survey

Salary Survey - FY2026

 Start Now



Surveys

Enter the salary data for the positions in your city or town in the form that is displayed. If you see a position on the form that you do not have in your city, just leave it blank and skip it.

Importing Data from Previous Salary Survey

If you completed a Salary Survey in previous fiscal year, you can import the previous year's data into the current year's form and update it as needed rather than starting from scratch. Instructions are here for that process.

NOTE: Do not include **benefits costs** in the salary information you enter.



For instructions on how to import your previous years data, please view the [Starting a New Survey video](#) on the MTAS YouTube channel.

Salary Survey - FY2023

For positions that you do not employ, skip that row and leave it blank.

Municipal Information

Number of Full-Time Employees

1

Salary Information

Position

[Show All Position Descriptions](#)[Export Position Descriptions](#)

2

Current Survey - FY2023

Number of Full-Time Employees

Minimum Starting Annual Salary

Annual Salary

ACCOUNTANT/INTERNAL AUDITOR ⓘ

3

4

5

ACCOUNTING CLERK/BILLING CLERK/CASHIER ⓘ

ADMINISTRATIVE ASSISTANT ⓘ

AIRPORT CLERK ⓘ

1. Enter the total number of full-time employees who work for city in the “Number of Full-time Employees” field under “Municipal Information.”
 - ★ Note this should be the total number of full-time employees in the city – not the total number of employees that you will be reporting salary information for in this survey.
2. The first link here allows you to “[Show All Position Descriptions](#)” included on the survey form. The second link “[Export Position Descriptions](#)” creates a downloadable version of all of positions that we collect for your reference.
3. In this field, enter the total number of full-time employees in that position for your city.
4. **Minimum Starting Annual Salary:** We are looking for the minimum **starting** salary for the position.
5. **Annual Salary:**
 - ★ If you have one employee in the position, enter that person’s annual salary.

- ★ If you have **two or more employees** in the position, enter the Minimum Starting Annual Salary and then enter the AVERAGE annual salary.

(To get the average, add all of the salaries for that position together and divide by the number of employees in the position.)

At the bottom of the form, you have two options. You can “**Save**” the survey to complete it later.

Or, if you have completed the data entry, click on “**Submit for Approval**”.



After you submit the survey for approval, an MTAS HR consultant will review the results. You will either receive an email notifying you that the survey has been approved or an email notifying you that your survey data needs further review.

If the survey needs review, you will need to log back into the system to review the feedback.

MTAS Salary Survey

Surveys			
You may start a new survey or view previous surveys below			
Survey	Status	Last Modified	
Salary Survey - FY2023	Admin Approval: Needs Review	9/1/2022	Edit View

Click the “Edit” button to review the feedback and make any necessary changes. The position data that needs review will be highlighted in yellow with a comment from the reviewing HR consultant visible as shown below.

Salary Information

Populate data from previous survey

Position Q Search Show All Position Descriptions Export Position Descriptions	Current Survey - FY2023			Previous Survey - 2021	Populate data from previous survey		
	Number of Full-Time Employees	Minimum Starting Annual Salary	Annual Salary	Municipality Comments	Number of Full-Time Employees	Minimum Starting Annual Salary	Annual Salary
ACCOUNTANT/INTERNAL AUDITOR ⓘ	1	\$25,000	\$35,000 Actual Annual Salary	1	\$25,000	\$35,000	
ACCOUNTING CLERK/BILLING CLERK/CASHIER ⓘ	2	\$45,000	\$55,000 Average Annual Salary	2	\$45,000	\$55,000	
ADMINISTRATIVE ASSISTANT ⓘ HR Consultant Comments: No changes?	3	\$65,000	\$75,000 Average Annual Salary		3	\$65,000	\$75,000

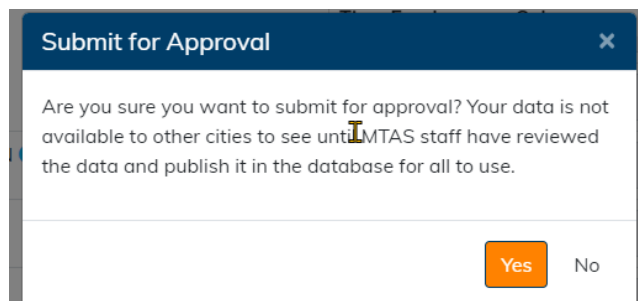
You can provide feedback to the MTAS HR consultant by entering a comment in the “Municipality Comments” field. You may also correct the information if needed and then add a note that the information is now correct.

ACCOUNTING CLERK/BILLING CLERK/CASHIER ⓘ	2	\$45,000	\$55,000 Average Annual Salary	2	\$45,000	\$55,000
ADMINISTRATIVE ASSISTANT ⓘ HR Consultant Comments: No changes?	3	\$65,000	\$75,000 Average Annual Salary	Correct.	3	\$65,000 \$75,000
AIRPORT CLERK ⓘ						

When you are finished making changes, you can click the “Submit for Approval” button to re-submit the survey to your MTAS HR consultant for approval.



Click “Yes” in this dialog box.



Once your survey receives final approval, you will receive another email notification indicating that your survey data is approved, and the survey submission process is complete.

- ★ The email notification can take up to 10 minutes to arrive in your email inbox. Be sure to check your junk mail if the notification does not appear in 10 minutes or less. The email will come from:
“salaryinfo@tennessee.edu.”

Publishing the Data

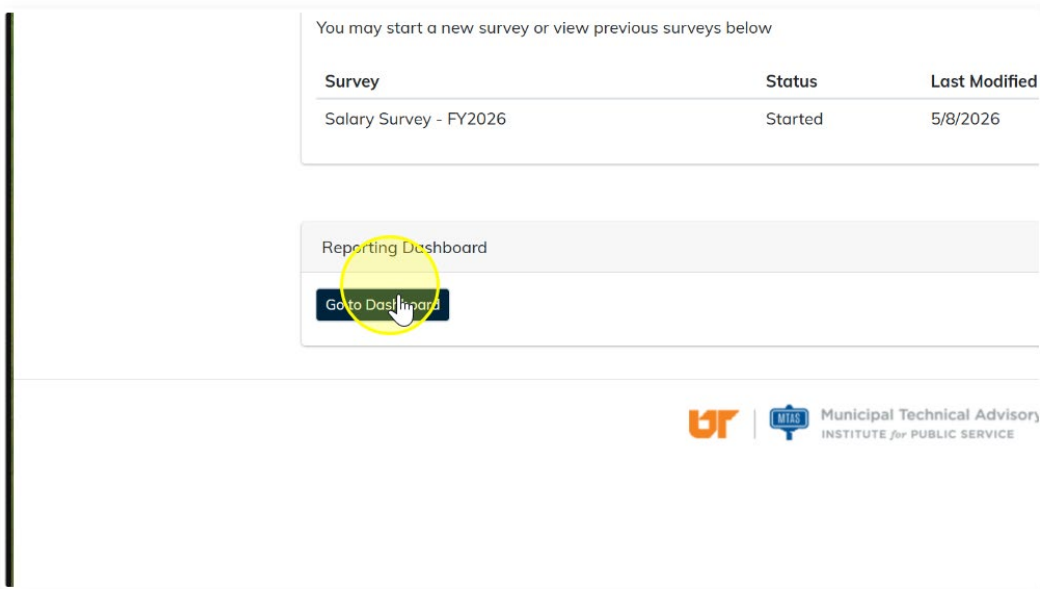
The next step is for MTAS to “publish” the data. The “publishing” step makes the data available to all users via the Reporting Dashboard. Only municipalities who participate by providing their salary information will have access to the Reporting Dashboard. The dashboard provides filters and export capabilities for all data in the Salary Survey database.

Instructions for using the dashboard are provided in the [How to Use the Reporting Dashboard](#) section of this document.

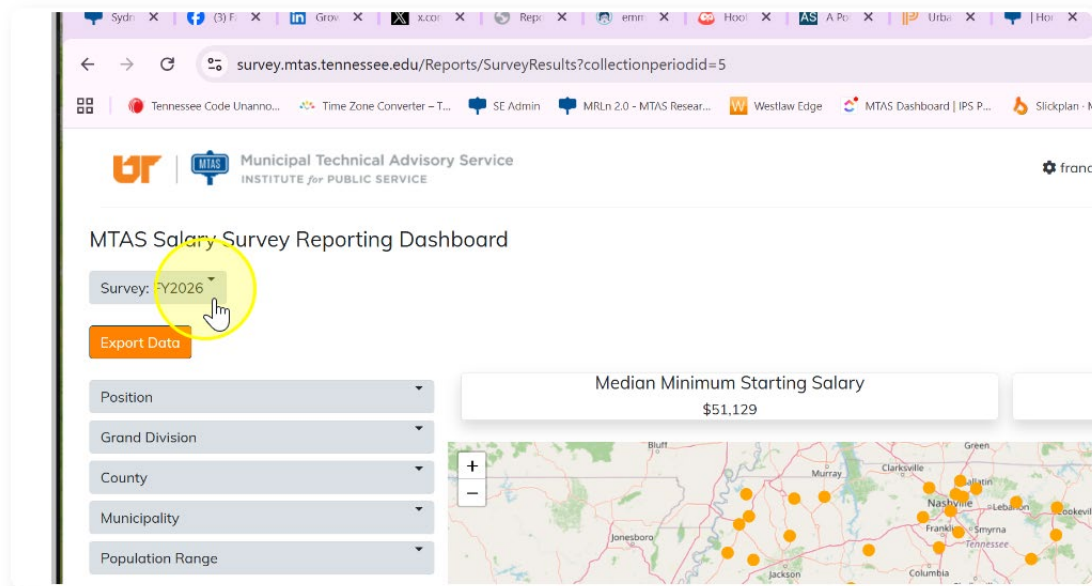
How to Use the Reporting Dashboard

We provide an example below of using the Reporting Dashboard to pull a report of all data provided for city manager positions in FY2026. As a reminder, the Dashboard is only available to municipalities that participate by sharing their salary information.

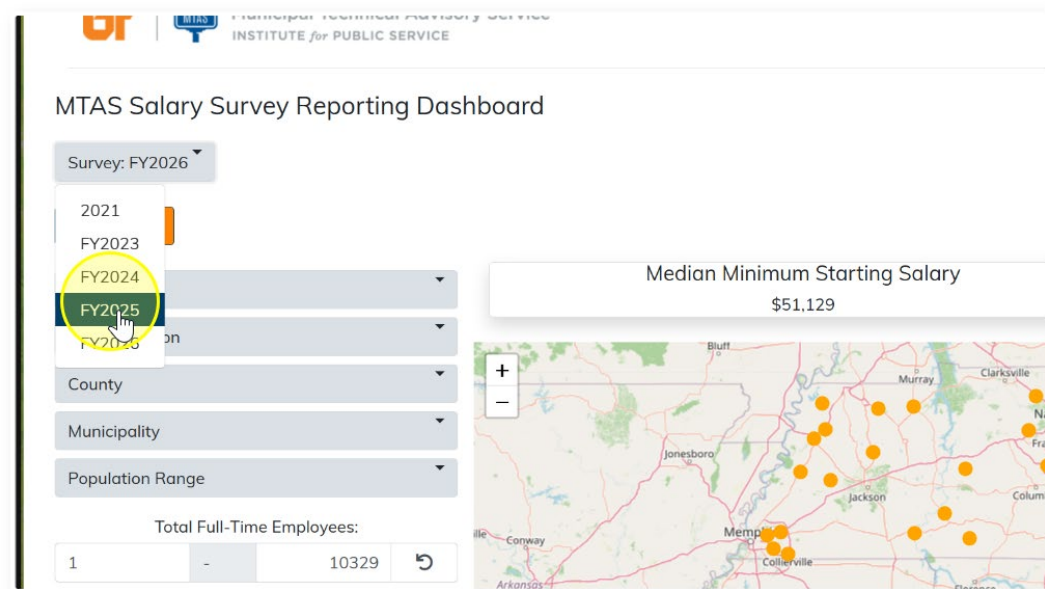
1. Once logged into the Salary Survey, on the main landing page, click on "Go to Dashboard."



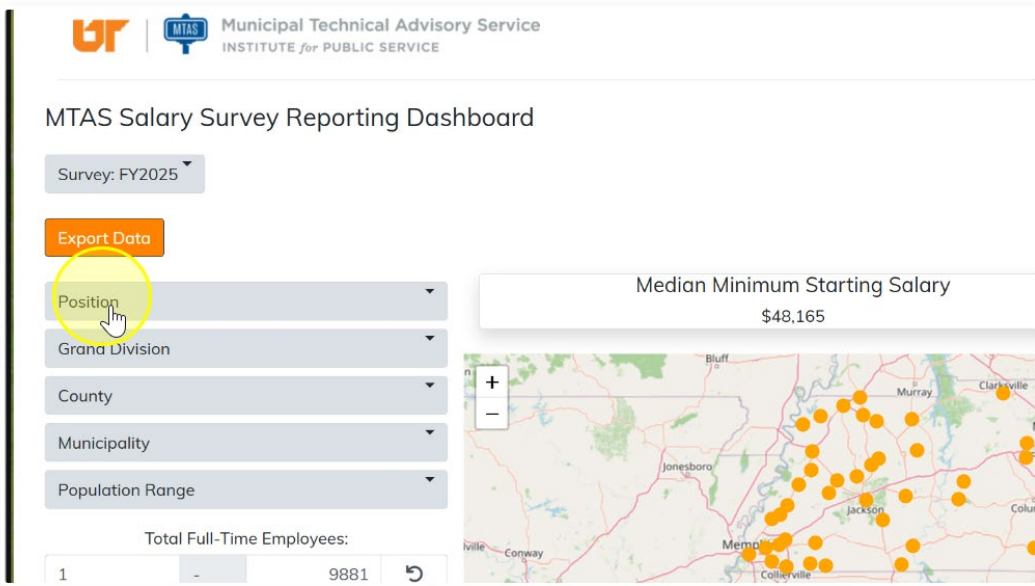
2. If you want data other than the current fiscal year, select the fiscal year from the fiscal year drop down filter.



3. Select fiscal year

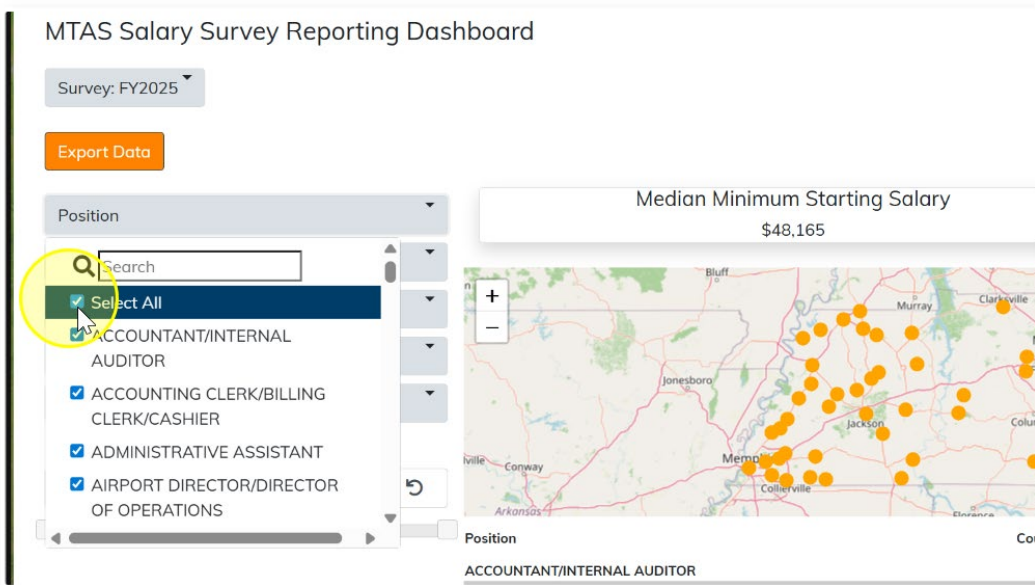


4. To filter to only City Managers, click on the Position filter.



The screenshot shows the MTAS Salary Survey Reporting Dashboard. At the top, there is a logo for the Municipal Technical Advisory Service (MTAS) and the text "Municipal Technical Advisory Service INSTITUTE for PUBLIC SERVICE". Below this, the title "MTAS Salary Survey Reporting Dashboard" is displayed. A dropdown menu shows "Survey: FY2025". An orange button labeled "Export Data" is visible. A list of filters includes "Position", "Grand Division", "County", "Municipality", and "Population Range". A yellow circle highlights the "Position" filter. Below the filters, it says "Total Full-Time Employees: 1 - 9881". On the right, a box displays "Median Minimum Starting Salary \$48,165". A map of the Memphis area with orange dots representing data points is shown on the right side.

5. Click on "Select All" to unselect all titles



This screenshot shows the same dashboard as the previous one, but with the "Position" dropdown menu open. A yellow circle highlights the "Select All" option at the top of the list. The list includes "ACCOUNTANT/INTERNAL AUDITOR", "ACCOUNTING CLERK/BILLING CLERK/CASHIER", "ADMINISTRATIVE ASSISTANT", and "AIRPORT DIRECTOR/DIRECTOR OF OPERATIONS". The "Position" field at the bottom of the dashboard now displays "ACCOUNTANT/INTERNAL AUDITOR".

6. Type in the title of City Manager

MTAS Salary Survey Reporting Dashboard

Survey: FY2025

Export Data

Position

Search

☐ Select All

☐ ACCOUNTANT/INTERNAL AUDITOR

☐ ACCOUNTING CLERK/BILLING CLERK/CASHIER

☐ ADMINISTRATIVE ASSISTANT

☐ AIRPORT DIRECTOR/DIRECTOR OF OPERATIONS

Median Minimum Starting Salary

Position Counties Position Full-Time Employees Population Total Full-Time Employees Minir

7. Select the check box next to City Manager.

Survey: FY2025

Export Data

Position

city manager

☐ Select All

☐ CITY MANAGER, ASSISTANT

☒ CITY MANAGER/CITY ADMINISTRATOR/CHIEF ADMINISTRATIVE OFFICER

Total Full-Time Employees:

1 - 9881

Median Minimum Starting Salary

Position Counties Position Full-Time Employees Population Total Full-Time Employees Minir

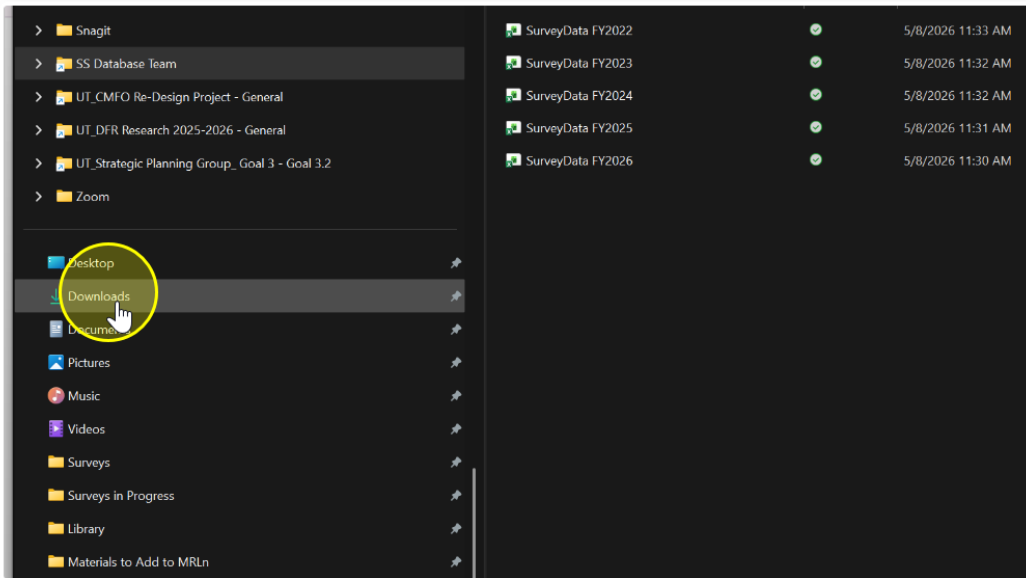
8. Click here

The screenshot shows the MTAS Salary Survey Reporting Dashboard. At the top, there are logos for the University of Tennessee and MTAS, followed by the text "Municipal Technical Advisory Service INSTITUTE for PUBLIC SERVICE". Below this is the title "MTAS Salary Survey Reporting Dashboard". A dropdown menu shows "Survey: FY2025". An orange button labeled "Export Data" is highlighted with a yellow circle. Below the button is a "Position" dropdown menu with a search bar containing "city manager". A list of positions is shown: "Select All", "CITY MANAGER, ASSISTANT", "CITY MANAGER/CITY ADMINISTRATOR/CHIEF ADMINISTRATIVE OFFICER" (which is selected with a blue checkmark), and "Total Full-Time Employees: 1 - 9881". To the right, a box displays "Median Minimum Starting Salary \$157,566". Below this is a map of Tennessee with various cities marked, including Union City, Paris, Clarksville, Covington, Henderson, Somerville, Crump, Memphis, Moscow, Jonesboro, and Conway.

9. Click on Export Data

This screenshot is similar to the previous one, showing the MTAS Salary Survey Reporting Dashboard. The "Export Data" button is highlighted with a yellow circle. Below the button, there are several dropdown menus: "Position", "Grand Division", "County", "Municipality", and "Population Range". The "Median Minimum Starting Salary \$157,566" box and the map of Tennessee are also visible.

10. Save the csv file.



11. Here is how the data appears in the CSV file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Position	Municipal Position	Population	Total Full-	Minimum	Annual Salary								
2	CITY MAN Alcoa	1	10978	302	130662	173000								
3	CITY MAN Algood	1	3963	37	52000	96012								
4	CITY MAN Arlington	1	14549	85	125000	143000								
5	CITY MAN Bartlett	1	57786	541	145000	158714								
6	CITY MAN Belle Mea	1	2901	28	123643	155453								
7	CITY MAN Chapel Hill	1	1717	18	70000	86400								
8	CITY MAN Chattanooga	1	182279	2418	155819	155819								
9	CITY MAN Clarksville	1	166722	1425	98707	131354								
10	CITY MAN Collegeda	1	11109	69	148830	148830								
11	CITY MAN Collierville	1	51324	532	187425	187425								
12	CITY MAN Covington	1	8663	142	44638	60320								
13	CITY MAN Crossville	1	12071	186	130104	132745								
14	CITY MAN Crump	1	1594	6	35000	36480								
15	CITY MAN Dandridge	1	3344	50	95000	95000								
16	CITY MAN Dayton	1	7417	145	109980	112756								
17	CITY MAN Etowah	1	3603	36	125000	127088								
18	CITY MAN Fairview	1	9357	81	133041	149739								
19	CITY MAN Fayettevill	1	7068	106	103168	112788								
20	CITY MAN Forest Hill	1	5038	3	95000	122163								
21	CITY MAN Franklin	1	83454	775	175000	264624								
22	CITY MAN Germanto	1	41333	427	142067	214416								
23	CITY MAN Greenevill	1	15479	192	146476	157741								
24	CITY MAN Hendersor	1	6308	63	77251	83429								
25	CITY MAN Hendersor	1	61753	389	189617	189617								
26	CITY MAN Jefferson C	1	8414	128	104377	115157								