

The City Of South Pittsburg is seeking a dedicated and experienced municipal government professional to serve as its City Administrator. The City Administrator is the chief administrative officer responsible for overseeing the day-to-day operations of the city, implementing policies set forth by the Board of Mayor and Commissioners, and ensuring that municipal services are delivered efficiently and with detailed financial oversight. Applicants must have, leadership experience, and knowledge of governmental accounting/budgeting. A minimum of 3 years administrative experience in public administration is desired. This position requires strong leadership, strategic planning, and public administration expertise including advanced knowledge of planning and zoning laws and processes, grant writing and administration, human resources, codes enforcement, economic development and recruitment, and thorough knowledge of the government bid process. The City Administrator will work closely with city staff, various City of South Pittsburg boards, other government agencies, and elected officials to enhance the quality of life for South Pittsburg residents while managing the City's financial health. This is a full-time, salaried position. Resumes and application will be accepted until January 23rd, 2025 at 4:00 pm cst. Please submit to Heather Pickett, City Recorder at hpickett@southpittsburg-tn.gov. Full job description can be found at www.southpittsburg-tn.org or by request at hpickett@southpittsburg-tn.gov.