

Job Title: City Manager

Location: Orinda, Tennessee

Reports To: Orinda City Council

Schedule: Part Time, 25 hrs pr week, flexible days/times

Job Summary/Advertisement:

The City of Orinda is seeking a dedicated and experienced municipal government professional to serve as its part time City Manager. The City Manager is the chief administrative officer responsible for overseeing the day-to-day operations of the city, implementing policies set forth by the City Council, and ensuring that municipal services are delivered efficiently and with detailed financial oversight. Applicants must have a B.S. or M.A. degree in the field, 5 years government leadership experience, and knowledge of governmental accounting/budgeting. 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 Manager will work closely with city staff, various Orinda boards, other government agencies, and elected officials to enhance the quality of life for Orinda residents while managing the City's financial health. This is a part-time, salaried position with a flexible schedule requiring 25 hours per week minimum. Salary is \$35k to \$45k DOQ based on minimum of 25 hours/week. Job includes 11 paid holidays, 2+ weeks of paid vacation, 10 sick days, a \$7,500 contribution to a privately obtained health insurance policy obtained by employee, and no retirement contribution. Detailed job description and requirements may be found at: www.cityoforindatn.org.

Key Responsibilities:

- **Leadership and Management:**
 - Provide direction and supervision to 8 City employees, the Orinda Fire Department, three City of Orinda boards, finance and budgeting, planning and zoning, codes enforcement, and all contracted services including consultants, City Attorney, road paving companies, stormwater management, auditors, building and grounds maintenance, and grant programs
 - Hire, fire, train, and evaluate city employees, ensuring compliance with policies and promoting a positive workplace culture, design compensation packages, and create new positions including writing ads, job descriptions, and interviews.
- **Policy Implementation:**
 - Implement policies and directives set forth by the City Council.
 - Serve as the liaison between the City Council, city employees, city boards, and the public.
 - Prepare and present recommendations, reports, and proposed policies to the City Council regarding city operations, community development, financial status, employees, and strategic initiatives.
- **Financial Management:**
 - Oversee the preparation and administration of the city's annual budget.

- Monitor the city's financial condition and ensure fiscal responsibility.
- Pursue grants and other funding opportunities to support city projects and services.
- Understand and write the "management" section of the annual financial audit and work with the independent auditor and the Comptroller's office to ensure compliance with all Governmental Accounting Standards Board accounting requirements
- **Community Relations:**
 - Foster positive relationships with residents, local businesses, churches, and neighboring municipal governments
 - Attend City Council meetings, public hearings, meetings of all 3 city boards, and both annual community events.
 - Respond to citizen inquiries, complaints, and concerns, reaching a consensus whenever possible.
 - Be able to accept public criticism, unfounded complaints and accusations, and deal with difficult people while maintaining professionalism and in-kind responses.
- **Strategic Planning:**
 - Develop and implement long-term plans for the city's growth, infrastructure, and service improvements while preserving Orlinda's rural character.
 - Update the existing Long Range Growth Plan, make recommendations to City Council on various growth and development policies or prevention, and establish on-going development guidelines.
 - Promote economic growth and development in areas of Orlinda identified for that purpose in order to ensure financial stability, jobs, business, industry recruitment, and the financial well being of the city.
 - Work closely with TDECD, Robertson County Industrial Authority, private equity firms, and commercial real estate companies to foster economic growth and recruit new industry into existing buildings and commercial areas.
 - Implement existing growth plan, development guidelines, and policies as well as create new ones to preserve farmland and greenspace in areas of Orlinda designated for these purposes.

Qualifications:

- Bachelor's degree in public administration, public policy, or other government management related field (Master's Degree Preferred)
- Minimum of 5 years of progressively responsible city government management experience, including a minimum of 1 year as a department head, assistant City Manager, or City Manager.
- Strong knowledge of municipal government operations, budgeting, public policy, planning and zoning, grant writing and administration, bid process oversight, paving specs and inspecting, human resources, and state and federal mandates, planning and zoning laws and processes, and codes enforcement
- Excellent communication, interpersonal, written, and organizational skills.
- Experience with long-term strategic planning and community development.

- Ability to work collaboratively with elected officials, city staff, and community members, including the ability to avoid confrontation and accept criticism from local antigovernment activists without responding negatively.

Compensation and Benefits:

- Salary commensurate with experience, range \$35,000 to \$45,000 (for 25 hrs/wk)
- \$7,500 per year contribution to privately obtained health insurance
- 11 paid federal holidays
- 96 hours paid vacation per year (2 weeks, 2 days). Increases to 3 weeks after 8 years employment)
- 10 sick days (only if needed, no buy out, no carry over)
- Possibility to work from home up to 12 hours per week

How to Apply:

Interested candidates should submit a 1-2 page resume, cover letter, and three professional references to Orlinda Mayor Tabitha Swearingen, email:

TabithaSwearingen@CityofOrlindaTN.com.