

City	Contact	Contact Email	Population	Does your city have a Communications Director or someone who fulfills that role?	Could you share a job description or provide a short list of the main duties for this position?	Does your city have a Public Information Officer for the entire city?	If yes, is the PIO also the communications director?	Do you have a PIO dedicated to the police department?	Do you have a PIO dedicated to the fire department?	Please list all of the employees in your communications/public information area and whether they are full-time, part-time.
Bartlett	Ted Archdeacon	tarchdeacon@cityofbartlett.org		Yes						
Clarksville	Will Wyatt	will.wyatt@cityofclarksville.com		Yes						
Collierville	Jay Jeffries	jjeffries@collierville.tn.gov		No		Yes	No	No	No	PIO (Fulltime); Public Information Specialist (Part-time)
Crossville	Leah Crockett	leah.crockett@crossville.tn.gov		No		No	No	Yes	No	Capt Brian Eckelson, Police Department PIO (Fulltime)
Gallatin	Debbie Johnson	debbie.johnson@gallatin.tn.gov		Yes	<p>Director for Administration & Communications DEPARTMENT: Mayor's Office REPORTS TO: Mayor PURPOSE OF POSITION: Captivating and engaging current and new audiences with the City of Gallatin. The role drives innovative communication strategies that propel recognition and engage stake holders and potential investors. This position will oversee all administrative aspects of the Mayor's office as well as the development of business and operational plans tied to annual budgets and strategic plans. The Director will report to the Mayor and work closely with all department heads to implement strategic plans as well as operational and administrative policies.</p> <p>ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.</p> <ol style="list-style-type: none"> 1. Cultivates & maintains relationships with key partners (both print and online), and their teams. 2. Executes events on a regular basis, both short lead, long lead. 3. Executes the writing of collateral materials, working with the Mayor to ensure consistent messaging. 4. Develops and maintains an events calendar and outreach strategy. 	Yes	Yes	No	No	Director of Admin. & Communications (Fulltime)
Johnson City	Steve Willis	swillis@johnsoncity.tn.gov		Yes	<p>This position is responsible for development and execution of a comprehensive communications plan, training of staff on media relations, and management of the City's brand standards to ensure they are adhered to in all applications. This position requires experience and training in journalistic (AP) style, marketing and public relations strategies, and media relations (both social and traditional). As a key member of the City's Leadership Team, the director advises management and staff on communications and marketing strategies and serves as a City spokesperson when needed. The director manages communications and marketing staff to ensure City services, programs and events are promoted through all appropriate channels effectively and efficiently.</p>	No	Yes	No	No	Communications and Marketing Director (Fulltime); Digital Communications Manager (Fulltime); Public Information Specialist (Fulltime)
Kingsport	George Decroes	georgedecroes@kingsport.tn.gov		Yes						

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Maryville	Leslie Crawford	lgcrawford@maryville-tn.gov		Yes	Performs complex professional work developing, organizing, coordinating and maintaining proactive and comprehensive public information program including communications, marketing, community relations, crisis communications and media relations, directing City special events working through City departments and outside resources, and related work as apparent or assigned. Work is performed under the general direction of the City Manager. Continuous supervision is exercised over the Community Relations Assistant.	Yes	Yes	No	No	Community Relations Manager (Fulltime); Multi Media Communications Specialist (Fulltime)
Memphis	Alex Smith	alex.smith@memphistn.gov		Yes	The Chief Communications Officer (CCO) is responsible/oversight of all internal and external communications to the public and employees. Handles public/media relations and marketing for all city divisions and any crisis communications. The CCO has administrative control and is responsible for the content of all city owned social media platforms in all divisions including facebook, nextdoor, twitter, and instagram. Also, the CCO has responsibility for design and content www.memphistn.gov and www.data.memphistn.gov. Additional responsibilities include oversight of open records which is a shared responsibility with the Chief Legal Officer. The CCO also has oversight of intergovernmental relations at the local, state, and federal level. The City's print shop is also part of the communications staff. All together the CCO is responsible for the management of 20+ full time and part time employees.	Yes	No	Yes	Yes	Chief Communications Officer (Fulltime); Deputy Director of Communications (Fulltime); Internal Communications and Engagement Manager (Fulltime); Digital Content Coordinator (Fulltime); All together 13 FTE and at least 7 PTE
Murfreesboro	Pam Russell	prussell@murfreesborotn.gov		Yes	Communications Director	Yes	Yes	Yes	No	PIO Director (Fulltime); PIO Officer (Fulltime)
Sevierville	Kristi Ward	kward@seviervilletn.org		No		Yes	No	Yes	No	Public Information Officer (Fulltime)
Tullahoma	Casta Brice	cbrice@tullahomatn.gov		Yes						