



# City of Maynardville, Tennessee

## IDEAL CANDIDATE

- **Core Skills**

Working knowledge of financial statements, organizational skills with an eye for efficiencies and the role of technology in that process; communication skills (both oral and written); excellent interpersonal skills and a passion for customer service.

- **Education**

A Bachelor's degree in public administration, business administration or a related field is preferred. An equivalent combination of education and experience that provides the required knowledge and skills may also be considered.

- **Experience**

Will have 3 to 5 years of experience as a City Manager, Assistant City Manager, or Department Head or will have more than ten years of experience in a management role in municipal government.

Interested candidates send resumes and cover letter to: Angie Carrier, UT-MTAS management consultant: [angie.carrier@tennessee.edu](mailto:angie.carrier@tennessee.edu).  
Deadline for submissions is January 31, 2020.

The city of Maynardville, TN is seeking qualified candidates for the position of:  
**CITY MANAGER**

Salary Range: \$48,000-\$68,000, DOQ

The City of Maynardville, a general law manager commission city, located just 15 miles north of downtown Knoxville. The position is appointed by , and responsible to a five member Board of Commissioners. The City Manager is responsible for oversight of a budget of approximately \$3.3M and 19 FTE employees, including water and sewer utilities. The City of Maynardville has no city property tax, is minutes from beautiful Norris Lake and a short drive to all that Pigeon Forge, Gatlinburg and the Smoky Mountains have to offer. Maynardville, a friendly town with an eye on the future.

The next City Manager must have highly developed problem solving, technical, project management, presentation, and public relations skills.

An ability to offer best practices, embrace emerging technology, and increase professionalism is important. The select candidate should have experience with water/sewer utility management.

The successful candidate will possess a strong ethical compass, an ability to communicate vision as well as tactical goals, a capacity to work in a political environment, with direct experience working with elected officials. The City Manager must have a passion for leading a small town , the ability to relate well to the community, and partner with the Commission to carry out the strategic priorities of the city. The position requires working closely with the City Commission, staff, federal, state other local officials and citizens in a collaborative and helpful way.