



## POSITION PROFILE FOR CITY ADMINISTRATOR

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*City of Fayetteville  
Tennessee*

# City of Fayetteville, Tennessee

## Position Profile for City Administrator

### Introduction

The City of Fayetteville, Tennessee is seeking a proactive local government professional to be their next city administrator.

Located at the convergence of US64, US231, and US431 in central Lincoln County, Fayetteville is located approximately 82 miles south of downtown Nashville with close proximity to the Greater Nashville area including job centers in Franklin and Murfreesboro. Fayetteville is also located approximately 32 miles from Huntsville, Alabama, the highest populated city in Alabama. With an estimated population of 7,068 residents, the city sits on the edge of the Nashville Metropolitan Statistical Area (MSA) containing 1.9 million people, the 36<sup>th</sup> most populous in the nation and largest MSA in Tennessee. Fayetteville is also located in close proximity to the Huntsville MSA containing 471,824 people, the 117<sup>th</sup> most populous MSA in the U.S.

### REGIONAL MAP



Source: Middle Tennessee Industrial Development Association (MTIDA)

The *Mission Statement* of the City of Fayetteville is:

*The City of Fayetteville shall provide municipal services to maintain and grow the city in a fiscally responsible way for the benefit of our citizens.*

The city prides itself on its family-friendly, small town atmosphere. The historic square provides a variety of shopping and dining experiences while celebrating its long history as the center of commerce and trade. Close to Nashville and its larger municipalities, the city boasts access to all that middle Tennessee and north Alabama has to offer. The City of Fayetteville is the county seat and is the largest city in Lincoln County, established in 1809 by an Act of the Tennessee General Assembly.



There's plenty of fun and exciting opportunities to fill your time in Fayetteville. Whether you are looking for shopping and dining or a stroll around the historic square or exploring the abundant parks and trails, Fayetteville has much to offer residents and visitors alike – southern hospitality at its finest! Camp Blount is a recently built park that is a partnership with the City of Fayetteville and the State of Tennessee. Phase I was opened in October of 2020 with a paved plaza and statue honoring our first Tennessee Volunteers.

Fayetteville is host to a variety of community events from the world-famous Slawburger Festival to the Host of Christmas Past and the Lincoln County Fair. There are fun activities for the entire family throughout the year!



Fayetteville City Schools provides education for K-12 students offering state-of-the-art resources, highly qualified instructors, a safe learning environment and a graduation rate of 93%. With the motto "Big enough to make a difference . . . small enough to care", Fayetteville City Schools has one elementary school, one middle school, and one high school serving the City. Complementing the city school system is Lincoln County Schools that provides elementary schools and a high school to meet the growing educational needs of Lincoln County. Fayetteville is also served by private education providers. Higher and continuing education is available to residents with Motlow State Community College, Sundquist Center of Advanced Technology, University of Tennessee - South (formerly Martin Methodist College), Columbia State Community College, and University of Alabama in Huntsville.



Situated a short distance from Interstate 65, Fayetteville is served by an extensive network of major roadways, including US64, US231 and US431, that contribute to its prime location. Fayetteville continues to be recognized as a superior place to live, work, and play with new housing starts and economic development interest that will continue to expand and place demands on this growing and thriving community.

The future of Fayetteville is limitless and provides an exceptional opportunity for the next City Administrator to guide the Board in successfully managing growth and development and promoting a diverse and sustainable economic base while respecting the “small town life” identity *where tradition meets tomorrow*.

### **Community Information and Area Demographics**

With a 2020 population of 7,068, Fayetteville is the 78th largest city in Tennessee. Fayetteville is currently growing at a rate of 0.4% annually and its population has increased over the past 10 years which recorded a population of 6,827 in 2010. The average household income in Fayetteville is \$31,601. The median house value is \$96,900. The median age in Fayetteville is 40.1 years.

Fayetteville has a Municipal Airport with a 5,900-foot runway and is also conveniently located to Nashville International Airport (BNA) and Huntsville International Airport (HSV).

Fayetteville has an abundance of commercial and industrial employers providing a variety of employment opportunities for residents and the surrounding region. The economic base of Fayetteville is served by a full range of utility services including water, sewer, electric, natural gas, and several telecommunication providers. According to ESRI, the most common job groups by number of employees in Fayetteville-Lincoln County are Services (31.8%), Manufacturing (27.2%), Retail Trade (12.2%) and Construction (7.6%). Major industrial/manufacturing/distribution employers include Frito Lay, TMD, JCF Housements, and Franke Foodservice Systems.

For additional information about Fayetteville, please visit the following websites:

- Chamber of Commerce: <https://www.fayettevillelincolncountychamber.com/>
- Industrial Development Board: <https://fclidb.com/>
- City of Fayetteville: <https://www.fayettevilletn.com>



## **Municipal Government**

The City of Fayetteville operates under a private act charter. The governing body is comprised of a Mayor and six (6) Aldermen elected at-large to staggered, four-year terms. The Board of Mayor and Aldermen (BOMA) elect a Vice Mayor to carry out the duties of the Mayor in his temporary absence. The Board of Mayor and Aldermen approve the annual budget and decide on annual tax and fee structures to fund municipal services. In addition, the BOMA establishes policies, goals, and objectives to direct the growth and development of the City and adopts ordinances, rules, and regulations as necessary for the general welfare of the public.

The BOMA appoints a City Administrator who serves at the will of the board. The specific duties and responsibilities of the City Administrator as provided in the Charter and Code of Ordinances include, but are not limited to:

1. Meet and confer with the Mayor and department heads as scheduled on a regular basis;
2. Make recommendations to the Board for improving the quality and quantity of public services to be rendered by the officers and employees to the inhabitants of the city;
3. Keep the Board fully advised of conditions and needs of the city;
4. Report to the Board regarding the condition of all city equipment, buildings, and real estate and recommend what repairs or replacements are needed;
5. Act as purchasing agent for the city and make all purchases on behalf of the City of Fayetteville general government; the City Administrator may delegate this authority;
6. Supervise and coordinate all administrative activities of each department of the city under the policies of the Board;
7. Consult and cooperate with the various committees of the Board in the administration of the affairs of the City of Fayetteville;
8. Recommend to the Board what programs or projects involving public works or public improvements should be undertaken by the city and the priority to be given those works or improvements;
9. Carry out the personnel policy, rules and regulations adopted and approved by the Board, including hiring, disciplining, and terminating employees; this authority may be delegated to department heads;
10. Oversee the preparation of the annual budget and capital program and submit to the Board;
11. Verify all proposed budgeted expenditures and prevent incurring of obligations without Board approval;
12. Keep the Board fully advised as to the financial condition and future needs of the city and make such recommendations to the Board concerning the affairs of the city as such City Administrator deems desirable; and
13. Perform other duties required by ordinance or resolution of the Board.

The city annual fiscal budget is approximately \$18.1M comprising the General Fund, and other miscellaneous funds. There are 115 full-time and 5 part-time employees delivering municipal services in the areas of administration (administration, human resources, grants, economic and community development, and capital projects), finance, police, fire, parks and recreation (parks, pool, facilities), planning and codes, GIS, information technology, and public works (streets, solid

waste).

### **Challenges and Opportunities**

A number of challenges and opportunities, identified through interviews with the Board of Mayor and Aldermen (BOMA), will be of primary importance to the new City Administrator. Funds appropriated from the American Rescue Plan over the next two years will aide in multiple drainage and infrastructure projects that need to be addressed in different areas of the city. The annual Strategic Planning session conducted by the BOMA in conjunction with the City Administrator help to assist in the short-term and long-term planning for projects to be performed. There are at least 20 current projects either in planning or execution phase at this time. The next City Administrator will be expected to oversee all of these projects.



## Candidate Qualifications

The following education, experience, management, and leadership criteria have been identified by the City of Fayetteville as important skills and abilities for candidates to possess and demonstrate.

- A Bachelor's Degree from an accredited college or university in public administration, business administration, or field closely related to municipal management. A Master's degree in a related field is preferred.
- A minimum eight (8) years of leadership and supervisory experience in city management including supervisory experience in municipal operations, human resources, community development, and organizational development that demonstrates proficiency in managing a complex municipal corporation.
- A strong working knowledge of municipal services, customs, practices, operations and policies.
- A strong working knowledge of the laws of Tennessee, and the City of Fayetteville, or the ability to acquire such knowledge.
- A strong record of effective customer service and relations.
- A record of successfully working with elected and appointed officials, boards, other governmental entities, and municipal staff.
- Successful experience working with the public, being fully capable of articulating City policy in a positive way to citizens.
- Experience in a Board of Mayor and Alderman-Administrator form of government, understanding the respective roles and duties of the Board of Mayor and Aldermen and the City Administrator as established by the City's Charter and the Code of Ordinances.
- Budget management skills, with the ability to develop sustainable, long-term financial plans and plan for needed capital expenditures in a fiscally responsible manner.
- Experience in intergovernmental cooperation and working successfully with other governmental entities.
- Experience managing the broad range of traditional municipal services, including familiarity with, and understanding of government finance, human resources, planning and zoning, code enforcement, police and fire services, grant administration, and public works.
- Experience in identifying, securing, and managing federal and state grants.

- Proven experience with public and media relations, capable of openly and honestly articulating the City's policy position to residents, media, and community groups and organizations through various mediums including social media; appreciating the need for regular and prompt communication to these groups, following a policy of full disclosure in public presentations.



## **Leadership Skills and Management Style**

- Candidates must recognize and demonstrate in action the importance of effective customer service, showing a genuine interest in addressing resident problems, needs and concerns.
- Candidates must be experienced in successfully interacting with the public.
- Candidates must be honest and have a solid reputation for personal, professional, and organizational integrity, leading by example and conducting all personal and professional interactions fairly, honestly, and ethically.
- Candidates must be proactive and get the work done with a thoughtful approach and prioritization to the tasks at hand.
- Candidates must be able to envision the big picture while paying attention to detail.
- Candidates must be progressive, visionary thinkers and successful organizers.
- Candidates must be effective communicators in verbal and written form; someone who is comfortable listening and talking to an individual or in a group setting; demonstrate an openness and welcoming environment.
- Candidates must be willing to listen to new ideas; be innovative and creative when addressing issues.
- Candidates must have strong people skills and be great communicators.
- Candidates must possess strong interpersonal skills.
- Candidates must be capable of successfully executing Board of Mayor and Aldermen policy in an efficient and effective manner.
- Candidates must be responsive to the Board of Mayor and Aldermen, providing feedback and communicating freely on projects and issues as they evolve.
- Candidates must maintain a professional demeanor and remain calm and in control under any situation.
- Candidates must be capable of providing salient facts to facilitate the public policy-making role of the Board of Mayor and Aldermen.
- Candidates must have the maturity, self-confidence, and strength of professional conviction to provide administrative insight and counsel to the board, be able to diplomatically present professional recommendations, and carry out policy decisions in a timely, professional, and impartial manner.
- Candidates must strive to keep each member of the governing board fully informed on key community issues; to keep them from being surprised or appear uneducated on major issues; and to possess the skills to keep the Board of Mayor and Aldermen moving toward a collective decision while respecting the individuality of members within the group decision-making

process.

- Candidates must be capable of assisting Board of Mayor and Aldermen through policy formulation through the use of fact-based data and professional experience.
- Candidates must have strong analytical skills with the ability to develop well-reasoned recommendations based on a thorough analysis of relevant data; someone who is able to present these recommendations in a logical, understandable manner.
- Candidates must embrace the vision and policy direction of the City Board of Mayor and Aldermen while sustaining the policy-making and administrative function of each.
- Candidates must be experienced in policy writing and the development of strategic planning.
- Candidates must have a collegial leadership style, be a coach and demonstrate a willingness to counsel and mentor employees; giving the staff the authority and responsibility to carry out their work while holding them accountable for performance.
- Candidates must understand the big picture while paying attention to detail, ensuring that policy actions and project timelines are successfully met. Willing to learn and understand the Town Code, Zoning, and Subdivision regulations.
- Candidates must recognize the importance of the organizational culture and professionalism; capable of advancing each to higher levels of success.
- Candidates must be effective communicators - both written and verbal; someone who is comfortable listening and talking with a diverse audience; demonstrating an openness and welcoming environment.
- Candidates must have strong analytical skills with the ability to develop reports that will include well- reasoned recommendations based on a thorough analysis of the relevant data and the ability to present these recommendations in a logical, understandable manner.



## Position Advertisement

### City of Fayetteville, Tennessee

#### City Administrator

- **City Administrator, Fayetteville TN** (Est. pop. 7,068). Salary range \$91,700 - \$126,000, depending on experience and qualifications. The City of Fayetteville is seeking a city management professional to be their next City Administrator. The City Administrator is appointed by and serves at the pleasure of the Board of Mayor and Aldermen. The City has a \$18.1M annual budget with 115 full-time employees. Candidates should possess a Bachelor's degree from an accredited college or university in public administration, business administration, or a field closely related to municipal management and a minimum eight (8) years of leadership and supervisory experience in city management including supervisory experience in municipal operations, human resources, community development, and organizational development that demonstrates proficiency in managing a complex municipal corporation. Residency within the City limits is required. The City offers a comprehensive benefits package including participation in the Tennessee Consolidated Retirement System (TCRS).

A position profile is available at <https://www.fayettevilletn.com>. Interested persons must submit a completed City employment application, cover letter, resume, and at least three (3) professional references by electronic mail to the University of Tennessee's Municipal Technical Advisory Service, attention Chuck Downham, at [chuck.downham@tennessee.edu](mailto:chuck.downham@tennessee.edu). Initial review of application packages will occur on December 6, 2021. Please direct questions to Chuck Downham at the same email address. City employment application, position profile, and other information about the City may be obtained on the City of Fayetteville website at <https://www.fayettevilletn.com>.

