



The City of Hendersonville, Tennessee

‘The City by the Lake’

invites your interest in the position of



CITY ADMINISTRATOR



Our Community

Hendersonville, Tennessee is the largest city in Sumner County and located approximately 18 miles Northeast of downtown Nashville and 20 miles from the Nashville International Airport. Over 60,000 residents call Hendersonville home and enjoy the proximity to the Nashville metropolitan area and all it has to offer while living in a suburb-like community. Situated on the northern shoreline of Old Hickory Lake, Hendersonville is known as ‘The City by the Lake’ and is home to several celebrities and country music stars. As the 11th largest city in Tennessee, the area offers a wide variety of both personal and professional opportunities that makes Hendersonville the perfect place to live, work, and play.

The City by the Lake: A great place to live, work, and play.

Visit www.hvilletn.org for more info

LIVE IN HENDERSONVILLE

With roughly 60,000 residents calling Hendersonville home, residents enjoy diverse and affordable housing opportunities, with steadily increasing property values. Hendersonville has miles of extensive bikeways and trails connecting citizens and bringing neighborhoods together and expansive healthcare options throughout the area are readily available for you and your family.

Sumner County Schools

With nearly 50 schools, 4,300 employees and over 30,000 students, our school district reflects the diversity of our growing community. "SCS consistently rank as one of the top academic school districts in the state."

– Del R. Phillips III, Ph. D, Director of Schools

Sumner County Schools website:

<https://www.sumnerschools.org/>

Private Schools

Hendersonville's public schools are well-complimented by eight different private schools around the city and surrounding areas. The community's secular education, religious instruction, and alternative learning options are dedicated to providing students with the best educational experience.



Colleges and Universities

Sumner County is home to three different quality, higher-learning institutions which have rich traditions of academic success (Union University, Volunteer State Community College, and Welch College).

Religion

With more than 60 religious institutions in our community, Hendersonville welcomes all faiths with open arms and benefits from the good deeds performed by neighbors helping neighbors. Active churches and places of worship can be found throughout the city, and residents can also attend interdenominational and non-denominational ministries which welcome people of all faiths. To learn more about Hendersonville's religious community, please visit

www.hendersonvillepastors.org

Home to Celebrities

It's no secret that Hendersonville has more than its share of talented and creative residents who either hail from, or currently call Hendersonville home. It is widely known that several big names in country music have resided here including Taylor Swift, Johnny Cash, June Carter Cash, and The Oak Ridge Boys.



Cost of Living

(according to the Hendersonville Chamber of Commerce)

Estimated median household income is \$61,584

Estimated median home value is \$281,000

March '19 cost of living index in Hendersonville: 89.0 (US average: 100)

Hendersonville Chamber of Commerce website:

<https://www.hendersonvillechamber.com/>

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PLAY IN HENDERSONVILLE

Hendersonville is quickly becoming a destination for all sorts of citizens and visitors. Our community offers hiking, biking, boating, water sports, golf, as well as various youth and adult sports leagues which are just a few of the reasons we are becoming a 'must do' city.



Recreation

Hendersonville boasts an expansive park system that offers an array of amenities, including walking trails, bike trails, sand volleyball courts, tennis courts, dog park, and much more. Hendersonville Parks also offer a variety of adult and youth athletic leagues and programs throughout the year. We also are home to 5 different golf courses.

Hendersonville Parks Department website: <https://www.hvilletn.org/departments/parks>

Family-Friendly Events

Residents and visitors can find plenty to see and experience in Hendersonville with the numerous family-friendly events, concerts, and other attractions throughout each year. These include the Freedom Festival, Hendersonville Farmers Market, Taste of Hendersonville, Honey Festival, Trick or Treat at Drakes Creek, Hendersonville Half Marathon, HolidayFest, Symphony by the Lake, parades and so many more.



Old Hickory Lake

The lake features 22,000 acres of water and 440 miles of shoreline as well as a healthy number of full-service marinas. Thanks to a mild climate and a long recreational season, Hendersonville's 30 miles of shoreline attracts millions of visitors each year and they find a multitude of water activities to choose from. Old Hickory Lake is known far and wide for some of the best fishing in the state of Tennessee and hosts a bounty of fishing tournaments each year ranging from professional-level events to the down-home, good-natured local club contests and fundraisers. In addition to fishing opportunities, the lake offers plenty of tranquility for those who want to simply slow down, get away from it all and enjoy the beauty of nature.

CITY GOVERNMENT

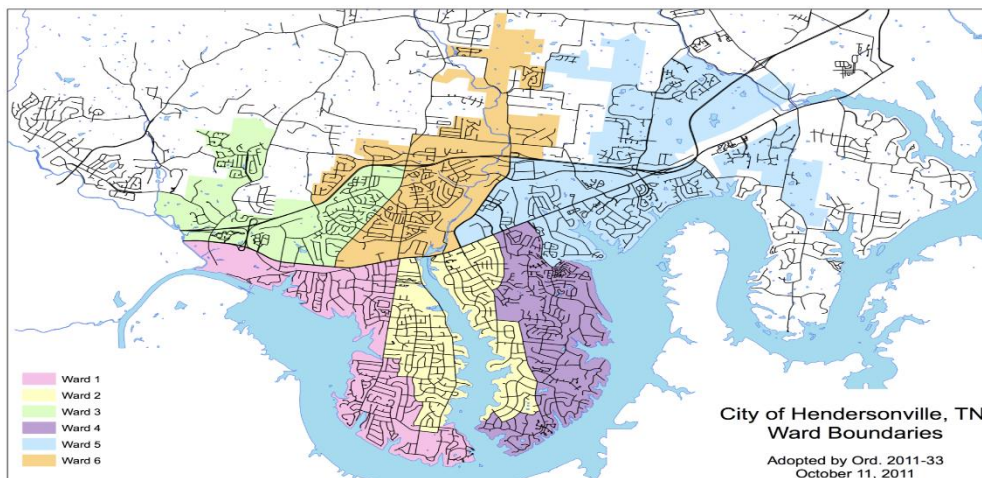
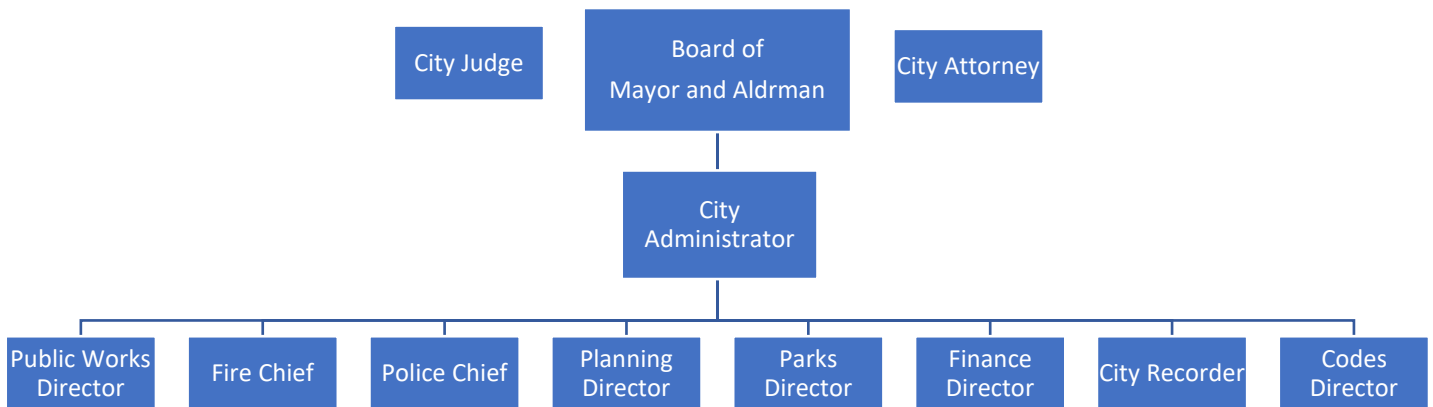
The City of Hendersonville, a municipality incorporated in 1969, governs via a Mayoral/Aldermanic City Charter granted by the Tennessee General Assembly in 1986. The Mayor, who functions as the City's Chief Executive Officer, is elected at-large and serves a 4-year term of office.

The City is divided into six (6) wards, or geographical subdivisions based upon population. Registered voters in each ward elect two (2) Aldermen/Alderwomen who serve staggered 4-year terms of office. Staggered terms provide continuity of policy, direction, and ordinances. The Board of Mayor and Aldermen (BOMA) meets twice monthly to conduct City business. Meetings are held on the 2nd and 4th Tuesday of each month at 7:30 PM CST at Hendersonville City Hall. Elected Alderman also serve on several sub-committees that also meet a minimum of once a month.

As of December 2019, the City of Hendersonville employs approximately 360 full time employees and an additional 100+ part time employees. The City provides the following services to residents and visitors: Police, Fire, Parks, Public Works, Roads, Engineering, Building Codes, Planning, Human Resources and Economic Development.

City of Hendersonville's Estimated Total Annual Operating Budget: \$60,000,000

City of Hendersonville, Tennessee Organizational Chart



ABOUT THE JOB

The **City Administrator** is responsible for the day-to-day operations of our city government. The employee is under the general supervision of the Board of Mayor and Alderman (BOMA) and serves at the will and pleasure of BOMA. Instructions to the employee are general and the employee must routinely use independent judgment when completing tasks. The work requires frequent contact with the Mayor and Board of Aldermen, committees, all department heads and employees and the general public.

MINIMUM QUALIFICATIONS

- A Master's degree from an accredited college or university with major course work in Public Administration or Business Administration.
- Ten (10) years of progressively responsible experience in municipal government including five (5) years of administrative and supervisory responsibility in a local government setting.
- A member in good standing of International City/County Management Association (ICMA).
- An ICMA credentialed manager or must receive ICMA credential within two (2) years of employment.
- Ability to be bonded.
- Possession of or the ability to obtain a valid TN driver's license.

COMPENSATION

The City of Hendersonville offers a highly competitive salary which is dependent on the candidate's experience, qualifications, and budgetary restrictions. **The salary range is from \$130,000 - \$150,000** with a starting salary within the range of the minimum and midpoint.





THE IDEAL CANDIDATE

The City of Hendersonville is seeking a demonstrated leader who is a forward-thinking visionary and a self-motivated municipal management professional with exceptional leadership and communication skills to serve as its new City Administrator.

As the liaison between City departments and BOMA, the City Administrator offers insight and expert analysis to assist the Board of Mayor and Alderman (BOMA) in formulating and implementing short- and long-term goals for city growth. With a broad scope of professional expertise, the successful candidate has a track record of providing leadership to support the development and management of multiple projects and partnerships and must be an innovative consensus builder with outstanding judgement, operational and management skills, and unquestioned integrity. Professionalism, responsiveness, accessibility to the public, customer-service orientation, transparency driven, and innovative are all valued and necessary traits.

The City is seeking a candidate who will encourage an open and transparent relationship with all city staff and the general public and will move our City in a positive direction by providing clear direction to staff, engaging and building relationships with the business community, and bring a broad perspective to further developments.

Other necessary characteristics of our ideal candidate:

- Be resourceful, decisive and strategic with a drive to move our community forward while utilizing a collaborative and community-based approach to problem solving.
- Promote and encourage diversity throughout the community as well as City government.
- Provide fiscal sustainability with long term capital improvement plans across the organization.
- Have vision, drive, and determination to deliver results that are effective, efficient, and measurable.
- Be accountable and hold high expectations of themselves and others while also being an effective and trustworthy leader to attract and retain the best and brightest workforce.
- Able to provide leadership that will inspire, motivate, and empower key staff members and department heads to achieve established goals.
- Promote a values-driven organizational culture that reinforces ethical behavior, exercises transparency and maintains the public trust.
- Resilient in the face of adversity or challenges.

EMPLOYEE BENEFITS



This position will have Personal Time Off (PTO), a City Cell Phone, and a City Vehicle or Vehicle Allowance may be negotiated prior to hire.

Residency within the city limits of Hendersonville is preferred.

Our City observes 12 paid Holidays each year which includes a flexible 'Birthday Holiday'.

The City of Hendersonville offers City-paid retirement for full-time employees through Tennessee Consolidated Retirement System (TCRS) as well as 457 Deferred Compensation plan options through VOYA.

We offer 3 different Medical insurance options through BlueCross BlueShield for employees (City pays majority of premiums) with options for employees to purchase family coverage.

The City pays 100% of full-time employee's Dental, Vision, and Life insurance and offers various options for family coverages and additional life insurances (employee, spouse, and/or children) at the employee's expense.

Short-term and Long-term disability is offered as well as our Employee Assistance Program and Tuition Reimbursement and Long-Term Degree program.

The City offers employees a couple of options to help with the employees' cost of their month insurance premiums. If employees meet the requirements, they can earn \$25/month discount toward their monthly premiums through the City's Wellness Program (\$45/month for family) and an additional \$10/month discount for being a non-smoker/non-tobacco user.

Bereavement Leave, Voting Leave, Maternity Leave, Military Leave, Family Medical Leave (FMLA) and 100% City-paid Workers Compensation insurance are some other benefits provided to our employees.

HOW TO APPLY

If interested and qualified per the minimum qualifications posted, please send your completed Job Application, Resume, and Cover Letter to the City of Hendersonville Human Resources Department via email at personnel@hvilletn.org or mail to:

*Hendersonville City Hall
Attn: HR Department
101 Maple Drive North
Hendersonville, TN 37075*

For additional information or questions about this opportunity, please contact **Peter Voss, City of Hendersonville HR Manager** at pvoss@hvilletn.org or by phone at 615-264-5314 or **Gary Jaeckel, MTAS Management Consultant** at gary.jaeckel@tennessee.edu or by phone at 615-253-4814.

Closing date for acceptance of application materials is **January 31, 2020 at 4:00 PM CST**. We sincerely appreciate your interest in the City of Hendersonville.

Confidentiality

Under the Tennessee Public Records Act, once a candidate has submitted an application or other information (Resume, Cover Letter, etc.), that information becomes public. If a Public Records Request involves any candidate's information, appropriate confidential information will be redacted. Candidates can expect some degree of confidentiality, but it cannot be guaranteed.

The City of Hendersonville, Tennessee is an Equal Opportunity Employer.