

Tennessee Municipal League

Executive Director

Position Description

General Statement of Duties

The executive director serves as the chief executive officer of the Tennessee Municipal League (TML) at the will and pleasure of the Board of Directors as prescribed by its constitution, bylaws, and policies. The Executive Director manages and directs all TML staff and programs, including sustaining working relationships with all member municipalities, the Municipal Technical Advisory Service (MTAS), related agencies, and affiliated programs and organizations.

Specific Responsibilities

1. Advocates municipal policy positions before the state legislature, state agencies, and other agencies by testifying at hearings, conducting and coordinating lobbying, and negotiating on behalf of TML.
2. Leads and manages the long-range policy development process of TML. Coordinates with member municipalities and affiliated organizations to develop and maintain policy recommendations. Manages the process for determining the member municipalities' views on policy issues. Utilizes the expertise of member municipalities in developing policies. Ensures that all of TML policy is in the best interest of member municipalities and their citizens.
3. Maintains an in-depth and up-to-date knowledge of local, state, national trends affecting municipalities. Brings this expertise to bear on problems that concern Tennessee municipalities.
4. Develops and maintains TML liaison with federal and state departments and county governments and associations.
5. Develops, implements, and coordinates lobbying activities of TML by arranging for effective presentation of TML policy before legislative committees, departments, and agencies of state government, individual legislators, and other interested parties.
6. Prepares or causes to be prepared necessary records and reports to the Board of Directors regarding administrative and managerial activities.
7. Delivers speeches on matters related to municipal affairs for local state, and national meetings of city, professional, and civic organizations.
8. Under the leadership of the President of TML, serves as TML's primary spokesperson with the news media.

9. Directs the preparation of all TML financial documents and records; including the preparation of the annual budget, and arranges for an annual audit of TML financial transactions.
10. Recruits, hires, trains, leads, coordinates, and motivates all TML staff members and makes all decisions regarding staff promotion, discipline, and termination.
11. Sustains relationships, through personal contact, with other organizations, both public and private, whose interests have an impact on municipal administration and financing and coordinates TML activities and functions with those organizations. Works closely with and uses the expertise of associations of municipal officials, including: The Tennessee City Management Association, the Tennessee Municipal Attorneys Association, the Tennessee Chapter of the American Public Works Association, the Tennessee Government Finance Officers Association, the Tennessee Association of Municipal Clerks and Recorders, the Tennessee Personnel Management Association, the Tennessee Fire Chiefs Association, the Tennessee Association of Police Chiefs, and other organizations.
12. Works closely with the University of Tennessee's Institute for Public service, the Center for Government Training, and the Municipal Technical Advisory Service (MTAS), which serves as the technical assistance provider for Tennessee municipalities.
13. Has frequent contact with municipal officials, members of the Board of Directors, and members of TML committees.
14. Serves as the principle liaison with the Board of Directors through communicating, preparing agenda and background materials, conducting orientation for new members of the Board of Directors, and presenting staff ideas to the board. Works to implement board decisions both in letter and intent.
15. Responsible for both program and financial decisions for annual meetings and conferences of TML along with other training conferences, and participates in various conference programs and activities.
16. Maintains general supervision of the TML publications and media relations including: the Tennessee Town & City newspaper; press releases to TV, radio, and press; legislative bulletins to members; the TML website and other electronic communications; and various other publications. Responsible for frequently and clearly communicating reports of TML state activities, and other municipal news to all Tennessee municipalities, using print and electronic media as appropriate.
17. Serves as a member of the Board of Directors of Public Entity Partners and the TML Bond Fund.
18. Maintains general supervision of the TML owned building at 226 Anne Dallas Dudley Blvd. Responsible for supervision of building manager and ultimately responsible for tenant relations and retention, lease executions, and contract supervision.

Requirements

1. Thorough knowledge of Tennessee municipal government and the intergovernmental system, and knowledge of the legislative process in local, state, and federal government.
2. Knowledge (or ability to rapidly acquire) of the State of Tennessee Constitution and the statutory provisions affecting Tennessee municipalities.
3. Ability to conceive and implement programs and policies with attention to long-range vision.
4. Ability to communicate effectively in both oral and written forms.
5. Skill in legislative, administrative, and lobbying activities.
6. Ability to work effectively with the Board of Directors and member municipalities.
7. Ability to implement instructions and policies approved by the Board of Directors.
8. Ability to work with municipalities of all sizes.
9. Ability to direct the work of a professional staff.
10. Ability to establish and maintain effective working relationships with municipal, county, state, and federal elected and appointed officials, and current working relationships with Tennessee officials preferred.
11. Honesty, integrity, candor, patience, dedication, and a strong work ethic.

Education and Experience

At least ten years of progressively responsible experience in municipal government or relevant association work or in a related field, preferably in Tennessee, and a bachelor's degree with a major in public administration, political science, or a related field. A Master's degree or equivalent experience in relevant areas is preferred.