

# The City of Franklin, Tennessee



Seeks Committed and Proven Professionals for the position of:

## City Administrator





## ABOUT THE CITY OF FRANKLIN

Drive twenty minutes south of Nashville and arrive in Franklin, Tennessee, one of the nation's most attractive communities. Green hills and scenic landscapes surround residential, business, and retail areas. Historic brick homes, parks, and buildings remain well preserved as Franklin continues to modernize its already prestigious community. One of the wealthiest cities in one of the wealthiest counties in the United States, the City's estimated population of 59,000 makes it the 9th largest city in Tennessee and one of the fastest growing cities nationwide. The City of Franklin has a positive, national reputation reflecting safe, clean, and attractive residential neighborhoods, an award-winning downtown, and the emerging, internationally-known Cool Springs commercial area.

Chartered in 1799, the original town of Franklin consisted of sixteen square blocks on 109 acres – those sixteen blocks still exist today as the core downtown area. Franklin is a unique blend of history and progress. There are fascinating Civil War sites and museums, magnificent Antebellum and Victorian homes - plus a charming historic downtown with unique shops and dining. One of the largest malls in Middle Tennessee is located in Franklin, the Cool Springs Galleria, where you'll find over one million square feet of retail and restaurants. Franklin is also internationally known for its wonderful fairs and festivals. Through a combined effort from City officials, staff, businesses, and residents, Franklin has maintained its historic and modern charm to become one of the country's most desirable cities to live.

Franklin is an economically vibrant and diverse community. An "Edge City" to Nashville, Franklin is the corporate headquarters for some of the nation's largest organizations in healthcare, automotive, and financial services.

Nissan North America recently relocated its North American headquarters to Franklin, further solidifying the City's reputation as "the best of both worlds" – world-class business infrastructure and hometown quality of life.

## CITY GOVERNMENT

Created by a private act charter signed in 1799 by the Tennessee State Legislature, the City of Franklin is governed by a Mayor/Aldermanic system. The Mayor is elected by eligible voters, City-wide, every four years. Aldermen also elected every four years, serve staggering terms. Four represent wards, or districts; four are elected at-large. Voters elect the mayor and at-large aldermen during one election. Ward Aldermen are elected two years later. The City Administrator, appointed by the Mayor and confirmed by the Board, is tasked with overseeing the daily operations of city government.

Franklin has a AAA (Triple A) Bond Rating from Moody's Investment Services and has been awarded the GFOA Award for Excellence in Financial Reporting every year since 1991. The City recently received the Tennessee Three-Star Award for Community Economic Preparedness. Residents have enjoyed a property tax rate that has dropped or remained the same for the last 16 years.

Many facets of a community's daily life are impacted by a municipal government. Whether it is maintaining the roads or drainage system, responding to an emergency, enforcing building and zoning codes, or providing a park for children to play in, the City of Franklin is directly involved in the quality of life for local citizens. The men and women that work for the City of Franklin are dedicated to providing the best service possible to their residents. The City currently has almost 700 employees and a general fund budget of \$59 million (Fiscal Year 2009).

## AWARDS AND RECOGNITIONS

- Money Magazine's Top 10 Places to Retire
- Money Magazine's Top 100 Best Places to Live
- Clean Cities Award (TN Department of Transportation)
- Tree City USA
- Great American Main Street Award
- Preserve America Community
- Number One Small Town in Tennessee
- Reader's Choice Award for Natchez Trace Parkway/Scenic Drive
- One of Five Best Places in America to Antique Shop
- Five National Register Historic Districts
- Named in 1000 Places to See Before you Die

## MISSION STATEMENT

*The mission of the City of Franklin is to foster community cooperation, innovation, and opportunity by providing quality services to Franklin residents and businesses in an efficient, effective, and economical manner.*

## DESIRED CITY ADMINISTRATOR ATTRIBUTES

The City Administrator takes executive direction from the Mayor and serves at the pleasure of the Board. The Administrator oversees the daily operations of the City's fourteen departments and divisions including: Administration, Human Resources, Finance, Engineering, Information Technology, Law, Parks, Planning, Police, Fire, Solid Waste, Streets, Building and Codes, and Water Management.

### ***Typical duties of the CA include:***

- Manages the development and implementation of the City goals, long-term strategic plans, objectives, policies, and priorities for each assigned service area.
- Oversees and participates in the development and administration of the City budget.
- Meets with management staff to regularly identify and resolve problems.
- Discusses City business, including constituent concerns, with the Board of Mayor and Aldermen, the media and the public.
- Represents the City to other elected officials and outside agencies; serves on intergovernmental task forces and committees; fosters intergovernmental cooperation



Harlinsdale Farm

- Responds to requests, inquiries and complaints from public, state, and federal agencies.
- Negotiates contracts and new developments on behalf of the City with private industry, other municipalities, state and federal agencies.
- Explains, justifies and defends City programs, policies, and activities;

### ***Minimum Qualifications:***

Bachelor's degree required, a Master's degree preferred, in Business or Public Administration with a minimum of ten years of administrative experience (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

### ***Desired Attributes***

The City Administrator is expected to work closely with the Board of Mayor and Aldermen in order to provide the most current information to them as they set goals and policies for the City. The City Administrator should be an experienced manager with a proven record of accomplishments and unquestionable integrity. A visionary and true team player, the CA will provide supervision, direction, and support to assistant city administrators, department directors and staff as they work together to meet the goals and objectives set by the Board.

The City Administrator must establish and maintain close working relationships with other governmental leaders, elected or appointed. This includes County, State, Federal, and Municipal officials. The Administrator must be available and accessible to these officials, Board Members, and the community as a whole (including residents, both individuals and businesses; community leaders; service groups; and the media). The Administrator should be an effective spokesperson for the City in handling all types of communications.

# DESIRED CITY ADMINISTRATOR

## ATTRIBUTES (CONTINUED)

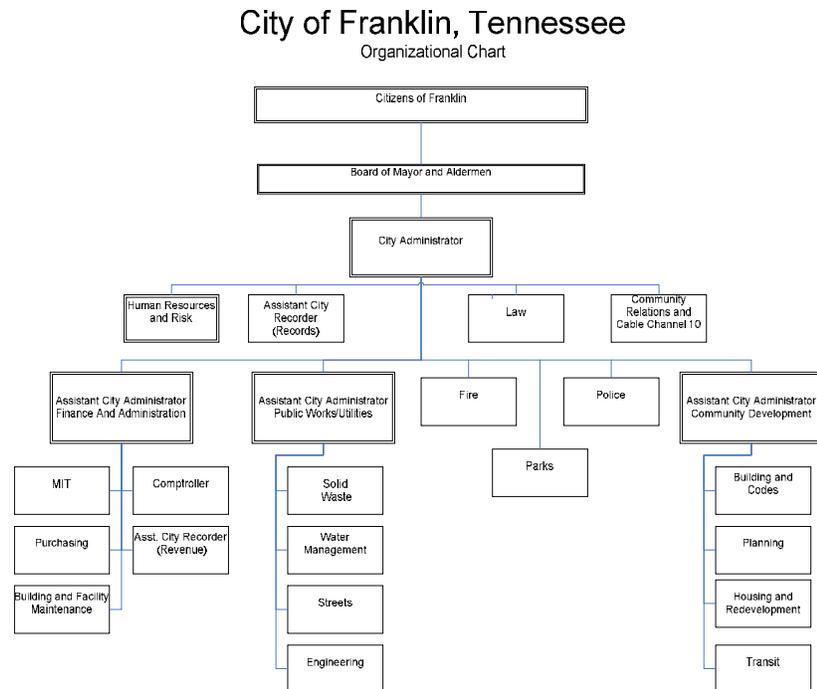
### **Special Strengths and Personal Qualities**

- A strong manager and effective leader who can identify, develop, and motivate talented staff;
- Outstanding interpersonal and communication skills who can relate to all members of community and staff, regardless of position or status;
- Strong skills in finance and budget; economic development; planning; and zoning;
- Able to manage a dynamic, complex, and technically cutting-edge community;
- Able to set clear and concise expectations for staff and evaluate their performance;
- Empowers and inspires staff –serve as coach;
- Strong innovative leader who can look at City's existing processes with a new and analytical approach;
- Customer service oriented – for community as well as employees (internal and external);
- A creative, "idea" person with a good sense of humor.

## OPPORTUNITIUNITIES AND CHALLENGES

- The community takes pride in its history and heritage. As Franklin grows, the challenge the City continues to face is balancing historic preservation with sustainability and the development of the community.
- Construction of a 90,000 sq. ft. Police Headquarters is currently underway; City is also expecting to undertake development of a new City Hall.
- Nearly 50% of the City's revenues come from Sales Taxes. The City has faced considerable increased costs recently and may consider alternative funding methodologies to increase revenue.
- As one of the wealthiest cities in the wealthiest county in the State, many of the City's employees cannot afford to live in Franklin due to housing costs. The City desires to develop affordable (or workforce) housing here rather than have them move to surrounding areas.
- City maintains a very high construction standard that may hamper some development efforts.

# ORGANIZATIONAL STRUCTURE



## TO APPLY

*Please send cover letter and current resume with salary history to:*

Robert E. Slavin, President  
**SLAVIN MANAGEMENT  
CONSULTANTS**

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[www.slavinweb.com](http://www.slavinweb.com)

*Compensation:* A highly competitive beginning salary combined with an exceptional benefit program is provided.

