



CITY OF SAVANNAH, TN
INVITES YOUR INTEREST IN THE POSITION OF
CITY MANAGER





COMMUNITY

The City of Savannah is a small, historic community located in the southeast corner of West Tennessee along the Tennessee River. Located on the US-64 highway corridor approximately two hours east of Memphis and two and half hours southwest of Nashville, Savannah is 6.5 square miles and has an approximate population of 7,000.

Ever-growing as the county seat of Hardin County, Savannah overflows with rich history, commerce and exciting events to explore and discover year-round. First established by James Rudd in 1821, Savannah was initially known as Rudd's Ferry for James's ferry service. Due to increasing trade on the Tennessee River, Rudd's Ferry was renamed Savannah and became the county seat in 1830, the same year James Rudd built the historic Cherry Mansion on the banks of the river. The Cherry Mansion was used as the headquarters of General U.S. Grant during the Civil War and stands to this day as part of Savannah's Historic District.



Cultural sites and events are available year-round with a visit to the Savannah Veterans Park and Tennessee River Museum on Main Street in addition to nearby Shiloh National Park for the Civil War buff. The downtown Historic Savannah Theater with renovations completed in 2013 now produce live theater productions year-round. Annual events in the downtown area include the National Catfish Derby, Savannah Bluegrass Festival and Christmas on Main in addition to summer monthly concerts with Music on Main.

Savannah is home to several parks including the riverfront Wayne Jerrolds Park, the Savannah City Park and the Tennessee Street Park packed with pavilions, playgrounds, splash pads,

walking trail and outdoor exercise equipment. Phase I of a 64 acre Sportsplex is presently under construction for multiple youth soccer and football fields.



ORGANIZATION

The City of Savannah operates under a charter adopted in March 1951 which is a private act, council-manager form of government. Under this Charter the City has an elected 5-member City Commission. Each elected official serves a four-year term, with no term limits.

The City Manager is appointed by the Commission to manage the daily operations of the City and oversees ten (10) departments including Utilities (Water, Sewer & Gas); Public Works (Streets, Facilities Maintenance & Contract Sanitation); Community Development (Building, Planning & Zoning and Codes Enforcement); Parks & Recreation; Police; Fire; Main Street; Financial (City Recorder); Project Management and Human Resources.

The City provides a full range of municipal services, has a FY 2020/2021 total budget of \$27.3 million and employs a workforce of 96 full-time employees, including 40+ seasonal and/or part-time Parks, Public Works, Utilities and Associate Fire staff.



POSITION

The City Manager must have exceptional leadership skills and a collaborative, team-oriented management style. They must be trustworthy, approachable, accessible, and responsive to citizens, stakeholders, elected officials, and staff, as well as being involved with community activities and civic engagements.

The ideal candidate will have excellent communication and interpersonal skills. Should have knowledge and experience developing and negotiating contracts and agreements. Must be highly organized and a self-initiator able to exercise considerable independent judgment.

Possession of a bachelor's degree in Public or Business Administration or a closely related field, along with eight (8) years of progressive responsible management experience. Experience in community development, budgeting, strategic planning, and performance management is a plus. Experience in local government in the State of Tennessee is preferred.

The City Manager serves as the chief executive officer and provides general leadership, direction, guidance, and management of the City Departments. The City Manager is responsible for carrying out city policies and directives, as well as planning and directing activities to ensure the efficient and effective operations of the City. The City Manager coordinates City efforts to accomplish cost savings and increased efficiencies and interacts regularly with peers and legislators at the city, county, state and federal levels.

Responsibilities of the City Manager include:

- ◆ Works with department heads to develop, plan and implement goals and objectives;
- ◆ Oversees Capital Improvement projects for the City;
- ◆ Ensures that laws and ordinances of the City are enforced;
- ◆ Attends all meetings of the City Commission;
- ◆ Recommends to the City Commission for their adoption such measures as may be deemed necessary or expedient;
- ◆ Acts as finance administrator and keeps the City Commission fully advised as to the financial condition and needs of the City;
- ◆ Prepares and submits to the City Commission an annual operating and capital budget of all departments of the City, setting forth the probable needed expenditures and estimated revenue for such year;
- ◆ Acts as purchasing agent for the City and purchases all materials, supplies and equipment for the proper conduct of the City's business;
- ◆ Executes the directions of the City Commission by instructing departmental heads accordingly and by periodic follow up;
- ◆ Reviews existing and proposed City programs/procedures and makes recommendations to the City Commission concerning appropriate action;
- ◆ Represents the City at official functions; and,
- ◆ Performs additional duties as specified in the City charter or may be required by the City Commission.



COMPENSATION

The starting salary will be commensurate with qualifications and experience; the City offers an excellent benefits package, including paid health, dental, vision and life insurance, 401 (a) retirement, paid leave and holidays, vehicle and phone allowance.



HOW TO APPLY

If interested in this opportunity, please send cover letter and resume with salary history by electronic mail to the City of Savannah, Attention: Ms. Bobbie Matlock / HR Director at bmatlock@cityofsavannah.org

Initial review of resumes will take place the week of January 4, 2021; position is open until filled. Final interviews will be held with the City of Savannah. Questions regarding this recruitment may be directed to:

Ms. Bobbie Matlock
City of Savannah
bmatlock@cityofsavannah.org
Tel: (731) 925-3300

The City of Savannah is an Equal Opportunity Employer. In accordance with Tennessee's Public Records Laws, applications and resumes are subject to public disclosure.

City of Savannah

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