



WHY APPLY

Located on the south side of metropolitan Nashville in Davidson County, only 10 minutes from downtown Nashville, the City of Oak Hill is a beautiful single family residential community with an abundance of trees. The City also includes the State of Tennessee's largest state natural area, the 1200+ acre Radnor Lake. The new city manager will inherit a stable, well-managed, and financially sound institution that is moving forward on multiple fronts. Oak Hill offers the right management professional a unique, rewarding career opportunity in an amazingly beautiful place to live.

THE COMMUNITY

Incorporated in 1952, Oak Hill has roughly 4,700 (1800 Homes) residents. The City is a hidden jewel just south of downtown Nashville. The City is an exclusive single-family zoning and low-density housing on large, tree-filled lots.

THE CITY

The City of Oak Hill encompasses 8 square miles and is nestled in the heart of Davidson County. The City provides the following services: garbage/recycling, chipper/lawn debris, street maintenance and land use that includes planning, zoning and building construction permitting.

Oak Hill exists as a satellite City within the Metropolitan family. The City's primary responsibility is community planning, land use, and zoning. The City is a manager/commission form of government.

Oak Hill is governed by a Board of Commissioners comprised of a Mayor (Dale Grimes), Vice-Mayor (Winston Evans), and Commissioners (David DeMarco, John DeLuca and Joy O'Dell). The Board exercises policymaking and legislative authority and is responsible for City legislation, adopting the budget, and hiring the City Manager. All are elected to staggered four year terms. The Mayor is voted

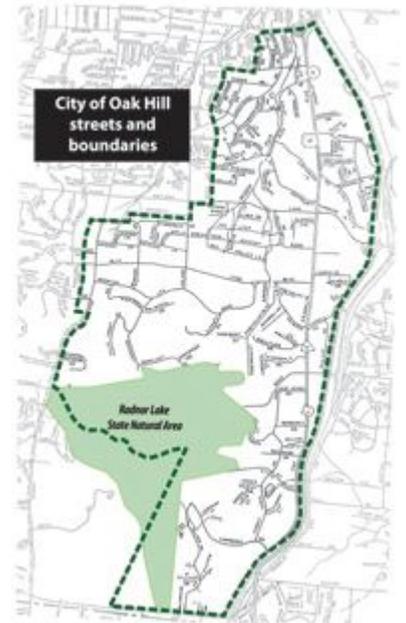
on by the five elected officials and serves a two year term. The City Manager and staff are responsible for carrying out the day-to-day operations of the City.

THE POSITION

Working under the guidance and direction of the Mayor and four commission members, the City Manager serves as Chief Administrative Officer of the City of Oak Hill, and is responsible for leading, planning, directing, and coordinating all City Departments. The City Manager attends and participates in all regular and special meetings of the Board of Commissioners and supports the Council goals by engaging departments and/or staff to advance the goals.

Responsibilities include:

- Attend and participate in all regular and special meetings of the Board of Commissioners.
- Work with staff to establish annual priorities.
- Periodically review and examine the City organization and operating procedures to effect greater economy and efficiency in departmental management.
- Be responsive to citizen inquiries, complaints, and Board requests in a timely manner.
- Represent the City with local, state and federal agencies; serve on boards and committees; enlist the resources of other agencies to benefit the City; and develop good working relationships with other local government agencies.
- Nurture and maintain good public relations throughout the community.
- Promote a culture of customer service with city policies and employees.
- Serve as the City's Budget officer
- Serve as the City's Certified Municipal Finance Officer.



OPPORTUNITIES AND CHALLENGES

1. The City Manager will evaluate stormwater standards within the city including stormwater standards for Metro/Davidson County with the goal to create and implement new standards that will serve the community long

term. This evaluation should include possible increases in services provided to citizens and (if necessary) a fee structure that will meet the above described goal.



2. The Manager is expected to analyze costs and revenue sources associated with street capital improvements as well as street related (public works) day to day needs and adjust the budget on an annual basis to accommodate these needs.
3. Fostering employee retention and increasing the average longevity of the City Staff will be main goal for the new City Manager.
4. The Manager will make it a high priority to work with the Tennessee Department of Transportation (TDOT) and the local Greater Nashville Regional Council (GNRC) on funding options for street/road improvements and enhancements.

5. The City Manager will need to evaluate existing public works and snow removal contracts, put together bid specifications to re-bid these contracts, and put the process (including a timeline) together to complete the bidding process prior to the expiration of the existing contracts.

IDEAL CANDIDATE

Education & Experience:

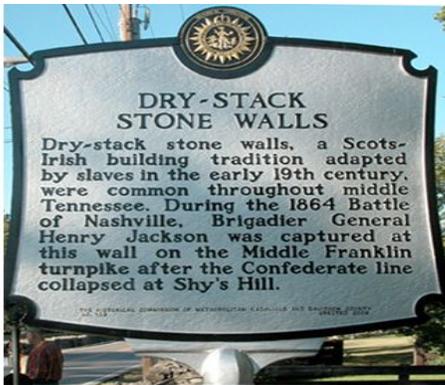
A bachelor's degree in public administration or a closely related field, and a minimum of five (5) years of progressively responsible experience as a City Manager, Assistant City Manager, or a department head with significant management responsibility is required. A Master's degree, and certification as an ICMA credentialed City Manager is



preferred. Demonstrated successful work experience may substitute for some education or training.

Necessary Knowledge, Skills & Abilities:

- The ability to communicate clearly and effectively with the Mayor, Commissioners, Staff and the public is a must. Strong listening skills with appropriate follow-up verbally and in writing is needed. Provides open and straightforward communications and relations with the entire Board and provides professional advice and assistance to the board in the decision-making process.



- The ideal candidate is expected to be accessible and easily approachable.
- The community is seeking a leader who has proven experience creating partnerships, building relationships, leading with a collaborative spirit inside and outside of City Hall, and being the City Ambassador as well as its advocate. A history of successfully working with multiple partner groups including agencies and cities is desired.
- A leader that can share an inspirational vision, empower citizens, motivate Board directed change, and value diversity in all forms is desired. The ideal candidate will have a servant-based leadership philosophy built on a foundation of integrity.
- A systems thinker that sees the big picture yet knows how the various gears work to move from concept to reality. A history of implemented strategic planning, either as the leader or a key player who can help the Board of Commissioners achieve its goals.
- A track record of being fiscally responsible, showing a strong knowledge of local government finances, and the ability to look down the road to find opportunities or forecast issues before they arise.
- The ability to make hard decisions in a decisive but cooperative manner.
- Seeks innovative ways to obtain community input and keeps the public informed on matters of city-wide concern.
- Proven ability to manage time well and to handle multiple projects and issues concurrently.

- Experience in developing and training/assisting staff in reaching goals.
- A broad background and understanding of public budgeting/finance, land-use planning, public works, infrastructure, and human resources.

Compensation & Benefits

- Salary \$95,000 - \$110,000 DOQ
- Medical, Dental & Vision Insurance
- Tennessee Consolidated Retirement System (TCRS) Pension
- 401K with 7% City contribution
- Vehicle & Cell Phone Allowance
- 10 Days of Vacation
- 5 Days of Sick Leave
- 14 Paid Holidays

The mission of the City of Oak Hill is to preserve its natural resources and residential environment; to offer an enhanced level of services to its citizens; and to provide a strong sense of community pride with historical awareness all within close proximity to a world-class metropolitan area.

The City of Oak Hill is an Equal Opportunity Employer.

