

Job Description: City Manager - Lewisburg, TN

Job Title:

City Manager

Location:

Lewisburg, Tennessee

Reports To:

City Council

Employment Type:

Appointed Position

Salary:

\$90,000 - \$120,000 plus an excellent benefit package: Employer paid month health insurance premium at 100% for employee, Employer paid life insurance of \$50,000, Tennessee Consolidated Retirement System (TCRS), 14 paid holidays, Accrued paid sick leave and paid vacation days.

Bond Requirement:

Yes, as set by City Council

Position Summary:

The City Manager serves as the administrative head of the municipal government of Lewisburg, TN, operating under the direction and supervision of the City Council. This executive leadership role is responsible for overseeing all city operations, enforcing laws and ordinances, managing personnel, and ensuring the effective delivery of public services.

Open until filled. First review of applicants will occur 30 days after posting.

Key Responsibilities:

Leadership & Administration

- Serve as the chief administrative officer of the city.
- Attend all City Council meetings and participate in discussions (non-voting).
- Recommend ordinances, resolutions, and policy actions to the City Council.
- Coordinate and supervise all city departments and divisions.

Personnel Management

- Appoint and remove all subordinate officers, agents, and employees (excluding Treasurer, Recorder, City Judge, and City Attorney).

- Supervise the work of all city employees and coordinate with the City Attorney, Mayor and City Council.

Legal & Regulatory Oversight

- Ensure enforcement of all laws and ordinances.
- Initiate prosecutions for violations in City Court.
- Monitor compliance with utility and franchise agreements and report violations to the City Attorney.

Financial Management

- Serve on the City's Budget Committee alongside the Treasurer, Mayor, and Mayor's Councilmember appointee.
- Advise the City Council on the financial condition of the city and its departments.
- Act as the City's purchasing agent, subject to expenditure limits and bidding requirements set by ordinance.

Reporting & Communication

- Submit written monthly reports on departmental activities, conditions, and recommendations.
- Maintain open communication with the City Council and provide updates on city affairs in a timely fashion.

Other Duties

- Perform all other duties as prescribed by the City Charter, ordinances, or resolutions of the City Council.
- Community Engagement.

Qualifications:

- A bachelor's degree from an accredited college or university in public administration, business administration, or field closely related to municipal management or a combination of education and/or experience. A master's degree in related field is preferred.
- Three years of municipal management experience.
- Appointment is made without regard to political or religious affiliation.
- Residency in the City, County, or State is not required at the time of appointment.
- Must be able to be bonded in an amount and with surety approved by the City Council.
- Demonstrated experience in municipal administration, public policy, or a related field is preferred.
- Strong leadership, communication, and organizational skills.

Special Conditions:

In the event of temporary absence or disability, the City Council may appoint a qualified individual to perform the duties of the City Manager.

The position is open until filled with first review of applications on December 1, 2025.
Please submit resume, cover letter, and three professional references to:

Patrick Marsh, Municipal Management Consultant

MTAS

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