



**CITY OF FRANKLIN, TENNESSEE**

*Invites applications for the position of:*

**Assistant City Administrator- Public Works**

Applications: [www.franklintn.gov/jobs](http://www.franklintn.gov/jobs)

Deadline to Apply: 01/04/2017

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Salary: \$113,603-\$160,380

The southern, historic City of Franklin, Tennessee is located twenty minutes south of Nashville and is one of the nation's most attractive communities. Green hills and scenic landscape surround residential, business, and retail areas. Historic brick homes, parks and buildings remain well preserved as Franklin continues to be a leader among Tennessee communities. Franklin is one of the wealthiest cities in one of the wealthiest counties in Tennessee and is one of the fastest growing cities in the state. Franklin is a unique blend of history and progress providing the best of both worlds: small-town charm and big-city sophistication. There are fascinating Civil War sites and museums, magnificent Antebellum Victorian homes – plus a charming historic downtown with unique shops and dining. Franklin is also home to the largest mall in Middle Tennessee, The Cool Springs Galleria. Franklin is also internationally known for its wonderful fairs and festivals. With its historic and modern charm, it has become one of the country's most desirable cities to live, work and play in, making it a wonderful place to call home.

The Assistant City Administrator of Public Works is a highly visible position that works closely with the City Administrator, Board of Mayor and Aldermen, City Staff and the Community in a wide range of projects and operational activities. The ACA of Public Works is responsible for the overall coordination in planning, organizing, and directing the administration of the Parks, Streets, Water Management, and Sanitation and Environmental Services Departments. This position supervises, directs, and evaluates personnel, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance evaluations. The ACA of Public Works makes decisions regarding personnel actions which include hiring, promotion, and ensuring the development of staff to meet future staffing needs.

The position also participates in coordinating operational and administrative activities. This position in conjunction with senior City management and department directors, coordinates operational activities as needed to ensure coordination across all departments, continuous customer service, public safety, optimal use of available resources, and compliance with applicable regulations. This person also oversees business process improvement initiatives, provides direction and ensures the involvement and cooperation of appropriate individuals and departments. The ACA contributes to Long Range Planning related to development and implementation of City infrastructure, design, development and City services, and sustainability. The ACA of Public Works also serves as a liaison within the community.

This position will require experience in Public Works sufficient to understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work with a minimum of ten (10) years of local government progressively responsible experience and a minimum of three (3) years in senior management as a Department Director or Assistant Department Director of a Public Works department or similar operational department. The position also requires a baccalaureate degree in Engineering, Public Administration or a course of study related to the occupational field. Master's Degree in Public Administration, Engineering P.E. or related field of study is highly desired. Must have the ability to be bonded.

To be considered, please submit your cover letter, resume, and complete the application at:

<http://franklintn.gov/jobs>