

City Administrator – City of McMinnville, Tennessee (population 14,000)

The City of McMinnville is located in Warren County, 80 miles south of Nashville and 80 miles north of Chattanooga. A small peaceful town with a big personality nestled in middle Tennessee.

The City of McMinnville is seeking a leader to fill the role of City Administrator to oversee day-to-day municipal operations, implement policies and strengthen government transparency. This position reports to the Board of Mayor and Aldermen working closely to ensure strategic priorities are executed efficiently and effectively. The role leads ten highly efficient department leads as well as serving as a liaison for citizens and the city.

Key Responsibilities

- Provide leadership and mentorship to achieve operational excellence across the city
 - Work closely with the Board of Mayor and Aldermen creating and executing policies
 - Manage municipal budgeting and budget administration including sound fiscal stewardship
 - Represent the city in meetings with private citizens and groups
 - Initiate and present research and special studies concerning municipal functions
 - Promote transparency and effective public communication
 - Create and execute strategic initiatives
 - Liaison with various local, state, development district and Federal agencies
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Qualifications

- Bachelors degree in public administration, political science, business administration or related field; Masters degree preferred
 - Five to seven years of municipal management or equivalent experience
 - TCMA membership and ICMA=CM designation preferred
 - Possess a valid TN driver's license
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Compensation & Benefits

The City of McMinnville offers a competitive salary and comprehensive benefits package:

- Salary range \$122,000 - \$160,000 annually
 - TCRS retirement with 401k
 - Medical / Dental / Vision
 - Life Insurance & LTD provided by the city
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To Apply:

Submit interest vial email to lrutledge@mcminnville.gov or via <https://mcminnvilletn.mysmarthire.com/jobs/>

Please include:

- Resume and cover letter no later than August 7, 2026
- Three professional references