



CITY MANAGER

CITY OF BELLE MEADE, TENNESSEE



PUBLIC SECTOR EXECUTIVE RECRUITMENT



THE COMMUNITY

The City of Belle Meade, Tennessee, (2,912 population) is a distinct residential community of approximately 1,200 homes located in the Nashville/Davidson County metropolitan area and covering roughly 3.1 square miles. There are only five non-residential structures in the city: a historic site, country club and three religious institutions. Belle Meade provides local control of zoning and land use, public safety, streets, sanitation and other services. The city depends on Metro Nashville for additional services, including school systems, fire and ambulance, electric, water and gas utilities, hospitals, libraries and parks.

Belle Meade is laid out on farmland purchased by John Harding in 1807 who raised world-famous stallions drawing international acclaim. Over several decades the stud farm grew to more than two thousand acres and was given the name Belle Meade, meaning "beautiful meadow". By 1906, due to debt, most of the land was sold to a land development company that subdivided the property into residential estate lots. The original 1853 mansion and outbuildings on 30 acres were preserved as a museum and event space and are listed on the National Register of Historic Places. The City incorporated in 1938 and the commissioners immediately enacted ordinances to prohibit commercial activity and permit only one and two family residential use.

Belle Meade is a hidden jewel and considered one of the best places to live in Tennessee with a safe, welcoming, and family-friendly community offering an abundance of small-town charm. Residents are drawn to the community for its historic and elegant character set against the backdrop of a natural, park-like landscape and to the exclusive single-family zoning and low-density housing on large and small tree-filled lots. Strong residential and historic zoning maintain the character of the city. Belle Meade is one of the safest communities in the state, and recently installed an LPR and video camera security system around the perimeter of the city.

Belle Meade is within minutes of everything a major city such as Nashville can offer, including outstanding cultural and recreational attractions including the Country Music Hall of Fame and Museum, The Parthenon in Centennial Park, (a full-scale replica of the original Parthenon in Athens), the Grand Ole Opry, award winning restaurants, professional and collegiate sports, boating and fishing on area lakes, walking and hiking trails in beautiful Percy Warner Park situated at the terminus of Belle Meade Boulevard, as well as quick access to the Nashville International Airport.



CITY GOVERNMENT

The City of Belle Meade was incorporated in 1938 before the formation of the Metropolitan Government of Nashville and Davidson County. The City exists as a satellite city within the Metropolitan family. The City of Belle Meade is chartered as a City Manager-Commissioner form of government. The citizens elect five commissioners for staggered four-year terms and the Commissioners elect two of their members to serve as Mayor and vice-Mayor for two-year terms. The Board of Commissioners is the policy making body of the City. The policy is set through the approval of various ordinances, resolutions, and regulations. The City's primary responsibilities are public works, including operation of a wastewater collection system, land use, zoning, building and codes, city court, and police protection.

Under the administrative direction of the Mayor and the Commissioners, the City Manager leads the operations and day-to-day administration of the City. The City Manager performs the duties of Chief Administrative Officer in the administration of all services and programs of the City. The City Manager provides administrative direction and guidance to all departments, develops and administers the annual City budget, establishes and monitors internal controls and coordination of City programs, and prepares long-and short-term strategic plans to meet the organization and development needs of the City.

THE POSITION

As the chief administrative officer, the City Manager is responsible for the daily administration and coordination of all city affairs in accordance with the city code, ordinances, resolutions, and by the Board of Commissioners directives. The City Manager supervises the Finance & Human Resources Director, City Recorder, Public Works Superintendent, Building Codes Director, Administrative Assistant, and Chief of Police. This position will oversee a staff of 30 employees and manage a \$6 + million budget.

Major responsibilities include:

- Provides overall direction and delegates Finance and HR, Public Works, Codes Enforcement, Planning, Police, and Administrative Functions.
- Collaborates with the Board of Commissioners and implements their approved policies, programs, and rulings. This includes, but is not limited to, developing and monitoring short and long-term goals, programs, and strategies for the City.
- Works with the City Attorney regarding creation of new legislation and all other matters requiring legal assistance.
- Supervises activities of departments performing functions to include collection and disbursement of taxes, codes enforcement, public safety, public works and sewer, construction and maintenance of public spaces, preparation of all Board agendas and minutes, and City Court administration.



BELLE MEADE CITY HIGHLIGHTS

One (1) City Manager in 26 Years

Wealth of Cultural, Historic & Recreational Amenities

Minutes to Nashville International Airport

Strong Financial Budget

DESIRED CAPABILITIES

The City of Belle Meade is seeking a confident and visionary leader with people skills and business acumen to serve as its next City Manager. The ideal candidate will have broad experience in municipal operations. Key attention to detail, accuracy, and deadlines is important, as is the ability to strive for transparency while maintaining confidentiality and integrity. This person will be able to exercise decisive leadership and sound judgment while being receptive to others' ideas and seeking to involve all levels of the organization in problem-solving and decision-making. This results-oriented, team-builder will be someone with strategic skills who can get things done. The chosen City Manager will have strong customer service, communication, and leadership skills, and have the ability to work with a variety of personalities. They will have a strong financial background and have demonstrated knowledge of technology.

The selected candidate will offer skills, traits, and attributes consistent with, but not limited to, the following:

- A contagious passion for effective, efficient service delivery, and responsiveness in managing the day-to-day operations of the City.
- An open, honest, confident, and approachable professional, who communicates effectively, both in oral and written forms, and who equitably communicates with members of the Board of Commissioners, employees, private and public entities, and residents in a respectful and productive manner.
- An employee engagement and recognition champion who inspires staff, models excellence, supports employees and organizational development, and is transparent and collaborative.
- An adept team builder and team leader who is able to maintain, and when necessary, repair relationships with the constituency in a cooperative and respectful manner, acknowledging and respecting the community and organizational traditions while demonstrating a commitment to moving the City forward in a positive and progressive manner.
- Proficiency in managing all matters concerning municipal government and intergovernmental cooperation.
- Experience in fiscal management who will respond with creative solutions and collaborate to address community, operations and facility needs. An individual who will seek and foster partnerships with intergovernmental agencies to leverage financial resources.
- A receptive and collaborative leadership style with expertise and desire to pursue modern management concepts, principles, strategies, practices, and techniques. A visionary leader who will foster creativity; an individual who is confident in their skills and willing to delegate to staff.
- Have proven and successful local government managerial skills utilizing a consensus-building, team-oriented approach.

The City of Belle Meade is guided by the following values:

Compassion – Empathy for the concerns of others.

Courtesy – Politeness in our dealings with others.

Creativity – Innovative solutions to problems.

Fairness – Consistent and equitable enforcement of the law.

Integrity – Strict adherence to moral and ethical principles.

Respect – Respect for the views, rights, and dignity of others.

Service – Prompt and competent service to others.

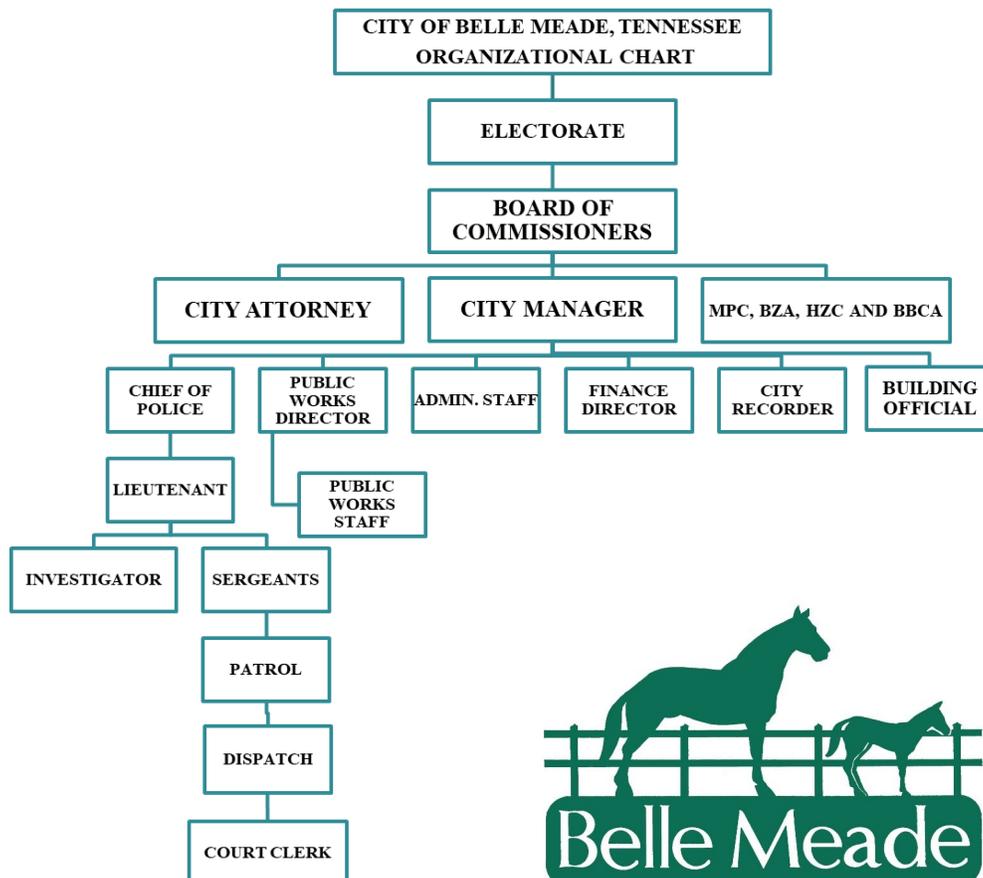
Teamwork – Trusting cooperation with other employees and residents.

Tolerance – Acceptance and support of diversity.

DESIRED CAPABILITIES *(continued)*

Ideal Candidate

- Engaging leader; brings a fresh perspective and the capacity to inspire and bring people together.
- Guides the city in developing, articulating, and working together to accomplish shared goals.
- Maintains objectivity and neutrality; navigates the political environment without taking sides.
- Positive and forward looking; anticipates trends and issues that will impact the City.
- Focused on the big picture; proactively engages the Commissioners and staff in long-range planning.
- Has the self-confidence and courage to present recommendations that may not be popular.
- Values a culture that embraces exemplary customer service.
- Brings a high-level understanding of municipal finance and short- and long-range budgets and financial plans.
- Calm, level-headed, diffuses conflict and helps others find common ground.
- Approachable and genuine; at ease communicating with and listening to the concerns of others.
- Innovative, willing to think outside of the box to resolve community challenges.
- Highly organized, effectively coordinates a broad range of activities and provides timely follow through.
- Approachable, seeks and demonstrates a genuine interest in other points of view; treats others with respect.
- Manages collaboratively, gives staff clear expectations and lets them run with the details.
- Self-assured, confident, and even-tempered, calm under pressure.



EDUCATION AND EXPERIENCE

The successful candidate will hold a bachelor's degree from an accredited college or university in public administration, business, or a closely related field with a minimum of five (5) years of municipal administration related experience; or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential functions of the job. A master's degree in public administration, business administration, or a related field is preferred.

COMPENSATION AND BENEFITS

A starting salary based on the successful candidate's qualifications and experience will be offered, with a range extending from \$98,000–\$138,000. The City of Belle Meade also offers a range of employee benefits, including medical, dental, vision, paid vacation, sick leave, 401(K) with up to 8% City contribution, and optional (self-funded) State 457b annuity.



APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

www.governmentjobs.com/careers/bakertilly

This position is open until filled; however, first review of resumes occurs on **August 22, 2022**. Following this date, applications will be screened against criteria outlined in this brochure. Interviews will be offered to candidates named as finalist, with reference checks, background records checks, including credit history, and academic and employment verifications conducted after receiving candidate's consent. For more information, please contact Patty Heminover at patty.heminover@bakertilly.com or by calling 651.223.3058.

Visit citybellemeade.org for more information about the City of Belle Meade.

The City of Belle Meade is an Equal Opportunity Employer



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