



The City of
Brentwood, Tennessee
is hiring a

CITY MANAGER



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THE COMMUNITY

For more than 500 years, Brentwood's beautiful rolling hills have made it an ideal place to raise a family. In the 15th century, Native Americans set up homes in this area, developing villages, and building massive mounds that still stand today. Later, an 1858 newspaper lauded the young Village of Brentwood's potential, stating that as a "retreat for health and pure air (every lot being shaded by forest growth) it cannot be excelled." More than 100 years later, in 1969, Brentwood was incorporated as a city with a population of 3,378. Today, it is a premier residential and office community that more than 47,000 people call home.

Brentwood is one of the wealthiest cities in America. The high quality of life the city provides its residents has made it a popular destination for families and corporate headquarters.

Covering 42 square miles, the City is 90% residential, 5% commercial, and 5% service institutional. Within that small commercial area is a thriving retail and restaurant scene, along with the corporate home of major national firms such as Tractor Supply Company, Geodis, Kirklands, Brookdale Senior Living, and many more. The large residential community is made up primarily of highly educated families, with 68% of residents identifying as married and 46% of adults having at least a bachelor's degree. More than 30% of the city's citizens also have a graduate degree. Brentwood serves this population by hosting popular events throughout the year.

Brentwood is known for its family-friendliness, pristine hills, 1-acre density residential lots, tree canopy, and beautiful [parks and trails](#). The community prides itself on maintaining its natural beauty and preserving its rich history, including the [Boiling Spring Academy](#), a school house built in 1830, the [Cool Springs House](#) (1830), the [Ravenswood Mansion](#) (1825), and [Tower Park](#) – home of the historic WSM broadcast tower.

The City is also proud to have an award-winning library, state-of-the-art new Police Department, and five fire stations.



Education

Brentwood is located in Williamson County. The public school system is operated by Williamson County Schools (WCS). The City of Brentwood gives approximately \$230,000 in additional and voluntary funding annually, for technology and other enhancements, to the public schools that serve Brentwood students. This has amounted to close to \$6 million over the past 30 years.

WCS has 12 schools in Brentwood: two high schools, three middle schools, and seven elementary schools.

The district's graduating class of 2023 posted an average ACT score of 24.7, which is well above the State's average score of 19.0. WCS continues to be a leader in the State in academic achievement.

Brentwood has one private school and there are multiple high level private schools within 10 miles of city limits. Brentwood is also home to a small number of homeschool consortiums. There are 29 colleges within 50 miles of Brentwood.



Community Events

- Arbor Day Celebration
- BrentFest Concert/Celebration
- Brentwood Summer Concert Series
- Christmas Tree Lighting
- Citizens Fire Academy & Other Educational Programs
- Citizens Police Academy & Other Educational Programs
- Easter Egg Hunt
- Environmental Education Day
- Friends of the Library Used Book Sales
- History Bowl
- Independence Day Celebration (Red, White and Boom)
- Memorial Day Celebration
- Morning with Santa
- Neighborhood Luminaries
- Public Safety Day
- Spring & Fall Cleanup Collections
- Veteran's Day Celebration

Parks

- 1,027 acres of state-of-the-art parks and trails throughout the city.
- 14 parks, including one dog park and one inclusive playground.

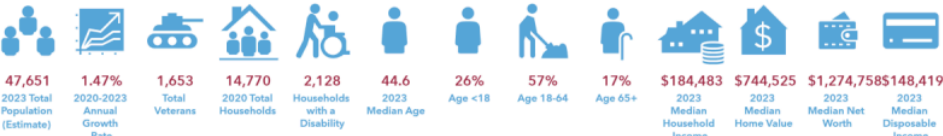
COMMUNITY PROFILE

CITY OF BRENTWOOD, TENNESSEE
CITY MANAGER

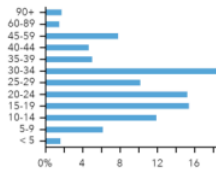
Brentwood Community Profile



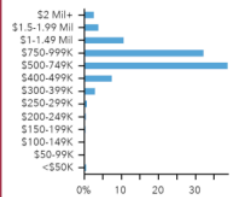
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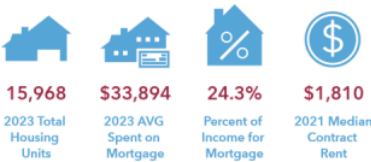
Commute Time: Minutes



Home Value



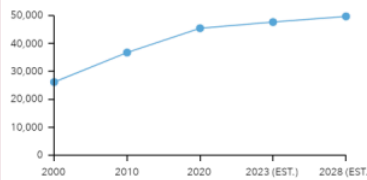
Housing



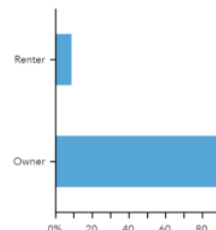
Poverty



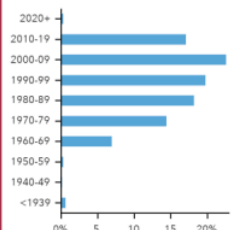
Population Trends



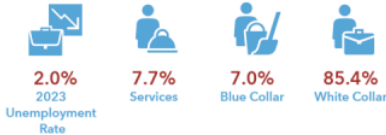
Home Ownership



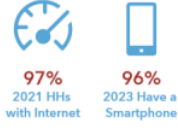
Housing: Year Built



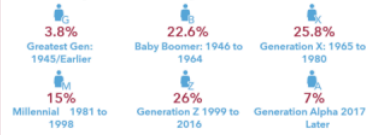
Types of Jobs



Internet



Population by Generation



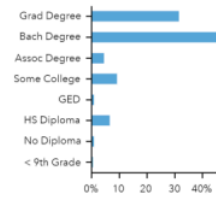
Business Statistics



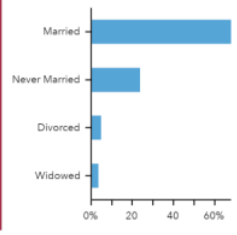
What's in the Community



Educational Attainment



Marital Status



Source: Esri, ACS, U.S. Census, Esri-Data Axle, Esri-MRI-Simmons, Esri-U.S. BLS, Esri-U.S. BLS, Esri forecasts for 2023, 2017-2021, 2010, 2020, 2028, 2000. Data Last Updated: June 2022

For more information, visit the [Tennessee Comptroller of the Treasury website](https://www.tn.gov).



Business and Commerce

Approximately 90 percent of the City of Brentwood is zoned residential with a density standard of one dwelling unit per acre, making it a unique and highly desirable community in which to live and work. Brentwood's residents are highly educated and enjoy the benefits of Tennessee having no state income tax and no income tax on capital gains.

One factor that makes Brentwood highly attractive to both individuals and businesses is its close proximity to Nashville (including the airport). Brentwood is home to one of the premier business parks, Maryland Farms, in the northern region of the city. Tractor Supply Company is headquartered in Brentwood, among other companies as well.



The City of Brentwood was incorporated on April 15, 1969, and operates under the Commission/Manager form of government.

The Board of Commissioners (informally, the "City Commission"), the City's chief policy-making body, enacts ordinances, sets policies, and takes other formal actions through resolutions. The Commission adopts the Capital Improvements Program and Annual Budget each year.

The City Manager takes direction and serves at the will of the City Commission who are elected by the citizens. The City Manager serves as the City's chief administrative officer and sees that the Commission's programs are implemented.

Seven Commissioners are elected at-large by the citizens of Brentwood to serve four-year terms. The Mayor is appointed every two years from among the Commission Members following each election. The Commission oversees a variety of volunteer advisory boards and commissions that assist with specific city-related issues.

Departments

The City employs 311 employees.

Administration (includes Assistant City Manager)

City Judge (appointed by City Commission)

Community Relations

Engineering

Library

Finance

Parks & Recreation

Fire & Rescue

Planning & Codes

Human Resources

Police

Information Technology

Public Works

Legal

Water & Wastewater

Fiscal Year July 1, 2024-June 30, 2025 Budget Highlights

- Total Budget Expenditures: \$108,395,765
- General Fund Expenditures: \$54,619,375
- General Fund Revenues: \$54,629,650
- Debt Service Fund Expenditures: \$2,915,340
- Capital Projects Fund Expenditures: \$27,150,000
- Water & Sewer Fund
Expenditures = \$21,155,980
Revenues = \$21,571,085

Brentwood takes great pride in its budget. For details, see the [FY2025 budget](#). Awards and ratings include:

- Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for 32nd consecutive year for FY2024 annual budget
- GFOA Certificate of Achievement for Excellence in Financial Reporting for 37th consecutive year for FY2023 Annual Comprehensive Financial Report (ACFR)
- Bond Rating: Aaa from Moody's Investors Service and AAA from Standard and Poor's; the City also operates with a Healthy Reserve Fund

Current Project Highlights

- Bike and pedestrian infrastructure improvements
- City Hall continued renovations
- Construction of Windy Hill Park
- Indoor racquet facility
- Murray Lane roundabout
- New fire trucks, fleet vehicles, etc.
- Old Smyrna Road improvements
- Ragsdale Road improvements
- Split Log Road improvements
- Wastewater storage tank
- Waterline upgrades

A complete list of proposed projects is in the [Proposed Capital Improvement Program 2025-2029](#). The primary focus of this five-year program is to identify and address infrastructure and facility needs.

THE POSITION

The purpose of this job is to perform executive/managerial functions associated with serving as the chief administrative officer of the municipal government under the direction of the City Commission. Duties and responsibilities include managing the operations and finances of all City departments (including, Community Relations, Engineering, Finance, Fire & Rescue, Library, Parks & Recreation, Human Resources, Planning and Codes Enforcement, Police, Public Works, and Water Services) to ensure cost-effective delivery of services and to inform and advise the City Commission on City affairs, requirements, and problems, both existing and anticipated. Essential duties and responsibilities include:

- The City Manager per the City Charter is appointed by the City Commission, operates under the direction of the Commission, and does not have voting privileges.
- Works collaboratively and maintains friendly relationships with the City Commission.
- Communicates with City Commissioners on a regular basis to advise, provide status reports, make recommendations, and seek input on a wide range of issues affecting the City.
- Recruits/selects management staff; supervises, directs, evaluates, and counsels assigned staff; handles employee concerns and problems; assigns work; administers disciplinary and other personnel actions.
- Oversees preparation of City Commission agenda issues, including staff analysis and recommendations.
- Oversees routine activities in City departments; assists department directors in formulating non-routine workplans for coming year; assists in monitoring performance toward achievement of objectives.
- Ensures enforcement of all laws and ordinances.
- Anticipates long-range needs/problems of the City (five-year planning); provides recommendations to City Commission on strategic planning, projected courses of action, capital improvement programs, amendments to zoning ordinances, etc.
- Negotiates significant agreements for land purchases, road improvements, development issues, engineering/architectural services, intergovernmental agreements, etc.
- Represents the City in communications with the media, other governments, outside groups, etc.
- Monitors existing/projected financial position of the City.
- Prepares annual City budget recommendations, inclusive of employee benefit and compensation plans; submits to City Commission for review and formal consideration; implements adopted budgets.
- Monitors legislation of interest to the City, keeps the City Commission updated on legislative issues, and coordinates with the City's representatives, lobbyists, and the TN Municipal League as needed to communicate the City's position on legislative matters. May represent the City via testimony before legislative committees.
- Responds to routine requests for information from officials, employees, members of the staff, the public or other individuals; responds to citizen complaints of a serious nature.
- Answers the telephone; provides information; returns calls as necessary.
- Reviews various documents (e.g., contracts, agreements, letters, memorandums, reports, personnel action forms, etc.); analyzes and edits as necessary; approves and/or routes information to City Commission; responds/forwards as appropriate.
- Prepares and/or generates routine correspondence, letters, memoranda, forms, reports and other documents via computer.
- Uses knowledge of various software programs to operate a computer in an effective and efficient manner.
- Keeps abreast of new trends/advances in the profession; maintains professional affiliations; reads professional literature; attends workshops and training sessions as appropriate.



- This position is appointed by the City Commission to specifically execute policy direction by the Commission.
- Able to advise the Commission without taking sides or playing politics, and works collaboratively with the Commission.
- Will help continue the balanced and responsible growth in our low density community.
- Someone with confidence born from expertise.
- Calm and approachable demeanor.
- Outstanding leadership skills, whose management style includes working as part of a team as well as being a motivator and active listener who works collaboratively with and empowers staff.
- Trustworthy and dependable, leads by example, and always demonstrates honesty, integrity, fairness, and diplomacy.
- Ability to make clear and concise decisions.
- Desire to immerse oneself in and be a part of the community.
- Positive and supportive management style that builds staff up, is respectful of all, provides mentoring, sets priorities, provides resources, has high expectations, and ensures accountability.
- Encourages teamwork and is comfortable getting out amongst the departments.
- Understands that both the organization and community are family oriented.
- Professional, but also friendly and outgoing with a sense of humor.
- Outstanding communication skills, both verbal and written.
- Able to make clear and concise presentations to the City Commission and public.
- Strong financial and budgeting background and well versed in municipal operations.
- Experience with and understanding of city owned public utilities and an advocate for utilization of modern technology.
- Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Public Policy, or related field required (Master's degree preferred).
- Minimum five years experience of progressively responsible management and supervisory experience as a city or county manager in the public sector for a similar size city or county, or as an Assistant or Deputy in a larger community, or equivalent experience in the private sector for an organization of similar size and complexity.
- Credentialing as a Certified Manager by the International City/County Management Association preferred.

HOW TO APPLY

Compensation: The City Commission anticipates a highly competitive salary to be commensurate with qualifications and experience. Position also includes a generous and competitive benefits package, including medical and vision insurance, paid vacation and sick leave time, and enrollment in the Tennessee Consolidated Retirement System. The City also provides a City vehicle.

To apply, please email your cover letter and resume in .pdf format by Friday, September 13, 2024, 5 pm CST, to bbauer@governmentpros.com. Position is open until filled. Faxed and mailed submissions will not be considered. Direct questions to Bret Bauer at 316-207-0688 or bbauer@governmentpros.com.

The City of Brentwood is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

For additional information about the City of Brentwood, please visit:

 BrentwoodTN.gov

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