

Position Advertisement

Town of Cornersville, Tennessee

Town Administrator

Town Administrator, Cornersville TN (Est. pop. 1,228). Compensation depending on experience and qualifications. The Town of Cornersville is seeking a management professional to be their next Town Administrator. The Town Administrator is appointed by and serves at the pleasure of the Board of Mayor and Aldermen. The Town has an approximate \$584K annual budget with 3 full-time employees. Candidates should possess an Associate degree, a Bachelor's degree preferred, from an accredited college or university in public administration, business administration, accounting, or a field closely related to municipal management and finance. Candidates shall also possess a minimum five (5) years of progressively responsible professional experience, preferably in municipal government, including experience in public administration, finance and accounting, and record-keeping. The Town Administrator will also have responsibilities serving as the Town Treasurer and Town Recorder and therefore the successful candidate must also have or be able to obtain a Tennessee Certified Municipal Finance Officer (CMFO) designation and City Recorder Certification within two years of being hired. Residency within the Town limits is preferred but, the appointed applicant must reside within 25 miles of the Town limits within six months of appointment. The Town offers a comprehensive benefits package paid by Town including participation in the Tennessee Consolidated Retirement System (TCRS).

A position profile is available at <https://www.cornersvilletn.org/>. Interested persons must submit a completed Town employment application, cover letter, resume, and at least three (3) professional references by electronic mail to the University of Tennessee's Municipal Technical Advisory Service, attention Chuck Downham, at chuck.downham@tennessee.edu. Initial review of application packages will occur on January 10, 2022. Please direct questions to Chuck Downham at the same email address. Town employment application, position profile, and other information about the Town may be obtained on the Town of Cornersville website at <https://www.cornersvilletn.org/>.

