

# Town of Thompson's Station, Tennessee

## Position Profile for Town Administrator



### Introduction

The Town of Thompson's Station is seeking an energetic and team building leader to be their next town administrator.

Located along I-65 and I-840 in southern Williamson County, Thompson's Station is located 25 miles southwest of Nashville between the cities of Franklin and Spring Hill. With a population of 4,726 people the town sits within the Nashville Metropolitan Statistical Area containing more than 1.8 million people, the 36<sup>th</sup> most populated in the nation and largest MSA in Tennessee.

Thompson's Station is recognized for its rural atmosphere characterized by pockets of residential density, agricultural areas, and acres of open land and natural resources, including the West Harpeth River and its tributaries. The landscape consists of varied topography, which lends to the natural beauty of the area. Thompson's Station is located in proximity to Cool Springs, a large commercial hub providing numerous economic resources thereby making the area a desirable place for families to reside who want a rural atmosphere while keeping in proximity to goods and services. Heritage Elementary School, Heritage Middle School, Thompson's Station Elementary (2018), Thompson's Station Middle School (2018) and Independence High School are the five schools within Thompson's Station. These schools are some of the best in the State and are within the Williamson County School District.

This is an exceptional opportunity to help continue the efforts of a small and growing community to maintain its rural character while responding to the growth opportunities that present themselves in a highly desirable area for people to live, work, and play. Thompson's Station requires an administrator with mature judgement, growth management and organizational development expertise, and a can-do work ethic while being sensitive to the norms, practices, and vision of the community.

### Community and Area Demographics

As of the 2016 Special Census, there were 4,726 people, 1,637 households in the town. Comprising an area of 21.6 miles, the population density was 218 per square mile. The racial makeup of the city

was 92% White, 5.1% Black or African American, and 2.9% Native American, Asian, and other races. Hispanic or Latino of any race was 3.1% of the population. There were 1,637 households out of which 39.4% had children under the age of 18 living with them, 71.2% were married couples living together, and 4.5% had someone 65 years of age or older living alone. The average household size was 2.86 and the average family size was 3.18. The median age in the town is 39.9 with 30% of the population under age 20; 41.5% between 20 and 64 years of age; and 8.5% 65 years of age or older. Males comprise 49.7% of the population with females comprising 50.3%. The median income for a household in the town was \$103,700 and the per capita income was \$41,494. The Town is located in Williamson County which is projected to increase in population by over 50,000 by 2020 (+28%) compared to the 2010 census; and reach a total county population in excess of 250,000 by 2025 (+41%). Thompson's Station is anticipating a similar growth rate.



## Municipal Government

The Town is chartered under the Mayor-Aldermanic form of government pursuant to TCA 6-1-101 et seq. The governing body is comprised of a mayor and four aldermen elected at-large to staggered, four-year terms of office. The Board of Mayor and Aldermen approve the annual municipal budget and decide on taxing and fee levels to fund municipal services. In addition, the Board establishes policies, goals, and objectives to direct the growth and development of the Town, and adopt ordinances, rules, and regulations as necessary for the general welfare of the community and its visitors.

The Board meets on the second Tuesday of each month, except in July and December.



An ordinance establishing the position of town administrator was first adopted in February 2005 with two administrators serving since incorporation. The duties of the position were expanded in 2012 to include responsibility for personnel administration. The duties of the town administrator include, but are not limited to:

- 1) The efficient management and operation of town affairs;
- 2) Appointment and removal of all employees;
- 3) Enforcement of all state, county, and local ordinances

and regulations;

- 4) Making recommendations for improving the quality and quantity of public services;
- 5) Keeping the board fully advised as to the conditions and needs of the town;
- 6) Reporting on the condition of all property and recommending repairs and replacements;
- 7) Recommending programs or projects involving public works or public improvements;

- 8) Recommending specific personnel positions and personnel policies & procedures; and
- 9) Interacting effectively with the community.

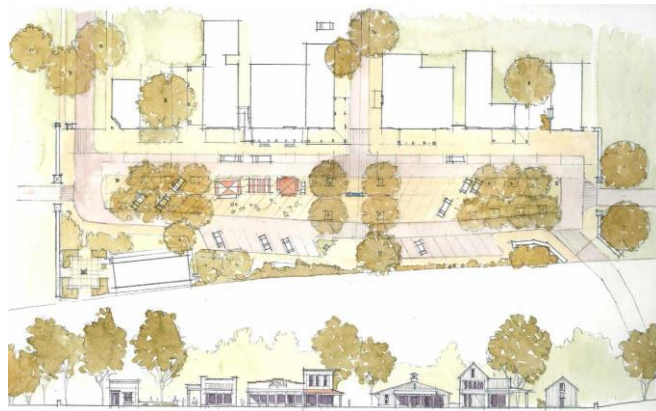
The total town operating budget is \$3.5 million divided between the General Fund, Wastewater Fund, and State Street Aid Fund. A close-knit team of ten employees ensure the delivery of municipal services in the areas of general government, parks and recreation, building and code enforcement, and wastewater collection and treatment. All employees are under the direction and control of the town administrator.

The county provides police and fire services.

## Challenges and Opportunities

A number of challenges and opportunities, identified by the Board of Mayor and Alderman, will be of primary importance to the new town administrator including (in no particular order):

1. Downtown Development – The administrator will facilitate the revitalization/development of the downtown area including public streetscape improvements and other amenities to serve as a central gathering location for residents and visitors, provide additional public space, and accentuate town branding and appeal.
2. Growth Management – Growth management, including coordination of development with infrastructure improvements, will be a major ongoing responsibility of the administrator. The ability to successfully deal with developers and represent the town's position is crucial in the thoughtful expansion of the tax base while maintaining the overall rural character and ambiance of the town. Facilitating upscale, niche retail and accommodating traditional big-box retailers in harmony with community goals will thus be important. The new residential housing market is likewise expected to be robust with a ready supply of lots and new subdivision development to be expected.
3. Roadway Improvements – Improvements to important roadways, including Critz Lane and Clayton Arnold Road have been identified for upgrade and other transportation/circulation improvements will be required to ensure safe and efficient mobility for residents and enhance commerce. The administrator will be responsible for enhancing and implementing a capital improvement program and establishing a major thoroughfare plan to identify existing conditions and evaluate future needs for infrastructure throughout the Town.
4. Park and Recreation - The Town of Thompson's Station has two parks. The main park, Sarah Benson Park, is 23 acres and has playgrounds, three pavilions, restroom facilities, a



trail loop and open fields. Preservation Park is a 200+ acre passive park that has an established trail network and designated master plan. The administrator will be responsible for implementing the parks master plan and to continue to establish a Town wide trail network.



5. Sewage Collection and Treatment – The ongoing extension of the sanitary sewer system is necessary with the objective that sewer will be available for every development that is constructed within the planning area. To that end, preparing and implementing a sewer master plan will be needed. In addition, liner issues for the main regional system must be addressed to allow the Town to maximize full

use of its wastewater facilities and resources to serve an expanding community and customer base.

6. Organizational Development – The residential and commercial sectors of the Town will be growing and the organization will be required to grow along with it, requiring a newfound emphasis on organizational systems, processes, procedures and personnel management. An evaluation will likewise be required as to the initiation of new city services; as well as the expansion of staffing to meet the service demands of a growing community.
7. Economic Development – The town administrator will recommend a strategy to identify and establish guidelines and policies for future economic growth, including a vision and target sectors for business growth; business recruitment; opportunities for a variety of agricultural/ equestrian, commercial/service, and industrial uses; and pursue opportunities to enhance the identity for the Town based on the history and strengths of the community.

## Candidate Qualifications

The following education, experience, management, and leadership criteria have been identified by the Town of Thompson's Station as important skills and abilities for candidates to possess and demonstrate (*not in order of importance*):

- A Bachelor's Degree from an accredited college or university in public administration, business administration, or field closely related to government management. A Master's degree in a related degree is preferred.
- Minimum five (5) years of professional experience with a municipality or county including supervisory experience.
- Candidates should have experience managing the broad range of traditional municipal services, including familiarity with, and understanding of government finance, personnel administration/human resources, and utilities.



- Candidates must have strong budgeting and fiscal management skills with the ability to seek outside revenue sources and manage effectively within budgetary constraints, including developing sustainable, long-term financial plans and seeking federal and state grants for projects.
- Candidates must have a proven track record in successfully dealing with developers and be able to represent the town's interests and objectives.
- Candidates must have experience working as a member of a municipal team with collaborative problem-solving skills and a willingness to work on issues affecting all areas of city government.
- Candidates must have successful personnel management experience.
- Candidates must have a strong working knowledge of planning and zoning principles.
- Candidates must have knowledge of long-range capital improvement programming, operational reviews, performance measurements, and revenue forecasting.
- Candidates must be experienced in dealing with public.
- Candidates should be able to display a strong track record of effective customer relation skills and abilities.
- Candidates must have experience working with technology, possess strong technological skills and be proficient in the use of personal computers, including experience in the Microsoft Windows-based operating system and Microsoft Office applications.

## Leadership Skills and Management Style

*(Not in order of importance)*

- Candidates must be visible in the community; being seen as a town leader; conveying a common message and voice of the Board.
- Candidates must be honest and have a reputation for personal, professional and organizational integrity, leading a transparent organization by example and conducting all personal and professional interactions fairly, honestly and ethically, avoiding any appearances of a conflict of interest.
- Candidates must be self-motivated and hard-working, projecting a reasonable and considered approach to issues and challenges facing the city; and be able to accept feedback/criticism in a constructive manner.
- Candidates must have the maturity, self-confidence, and strength of professional convictions to provide administrative insights and administrative counsel to the Board; be able to firmly and diplomatically present professional views and options, place tough

decisions before the Board; and carry out administrative decisions in a timely, professional, and impartial manner.

- Candidates should possess strong interpersonal skills and be politically astute in order to work effectively with all governmental officials, community, and staff.
- Candidates must be effective communicators - both verbally and in writing; someone who is comfortable listening to and talking with a wide spectrum of people.
- Candidates must have strong analytical skills, with the ability to develop reports which include well-reasoned recommendations based on a thorough analysis of the relevant data; someone who is able to present these recommendations in a logical, understandable manner.
- Candidates must be energetic with the ability to successfully facilitate and assist staff to identify, analyze, prioritize, and thoroughly deliberate and address administrative and management issues which are critical in meeting both current and longer range needs of the city.
- Candidates must have an open door policy for residents, staff, and all; must give staff the authority and responsibility to carry out their work in concert with the organizational mission, while holding them accountable for performance; and be someone who encourages innovation and calculated risk-taking.
- Candidates must be approachable and interactive with the staff; be a coach and demonstrate willingness to counsel and mentor employees so as to achieve their greatest potential.
- Candidates must be self-starters who are willing to listen to new ideas; be innovative and creative when addressing issues.
- Candidates need to have an appreciation for the value the community places on preserving its rural/residential character, open spaces, and environmentally sensitive land use policies.
- Candidates must be willing to commit to a reasonable tenure in service to the Town of Thompson's Station.

**Position Advertisement**  
**Town of Thompson's Station, Tennessee**  
**Town Administrator**

**Town Administrator, Thompson's Station TN** (pop. 4,726). Salary range based on experience and qualifications.

The Town, with 21.6 square miles, is located 25 miles southwest of Nashville along I-65 and TN 840 in high growth Williamson County.

The town administrator is appointed by and reports to the Board of Mayor and Aldermen comprised of a mayor and four aldermen elected at-large to staggered, four year terms of office. The City has an operating budget of \$3.5M with ten full-time employees serving the community. Candidates should possess a Bachelor's degree in public administration, business administration, or a field closely related to government management, with a Master's Degree in a related field preferred; and a minimum of five years of professional experience with a municipality or county.

The Town is seeking an administrator who is an effective collaborator and leader who can communicate clearly and directly while maintaining a personable manner. The administrator will have a proven record in effective service delivery and creative problem solving skills with a history of honesty, integrity, and transparency. The town administrator will lead by example to ensure an open and trusting relationship with the board, staff, and community. The town administrator will promote an atmosphere of quality customer service and citizen partnership.

**HOW TO APPLY**

Position profile is available at [www.thompsons-station.com](http://www.thompsons-station.com). Send cover letter, resume, and salary history by electronic mail to the University of Tennessee, Municipal Technical Advisory Service, attention Gary Jaeckel at [Gary.Jaeckel@tennessee.edu](mailto:Gary.Jaeckel@tennessee.edu), by July 31, 2018. Please direct all questions regarding the position to Mr. Jaeckel.