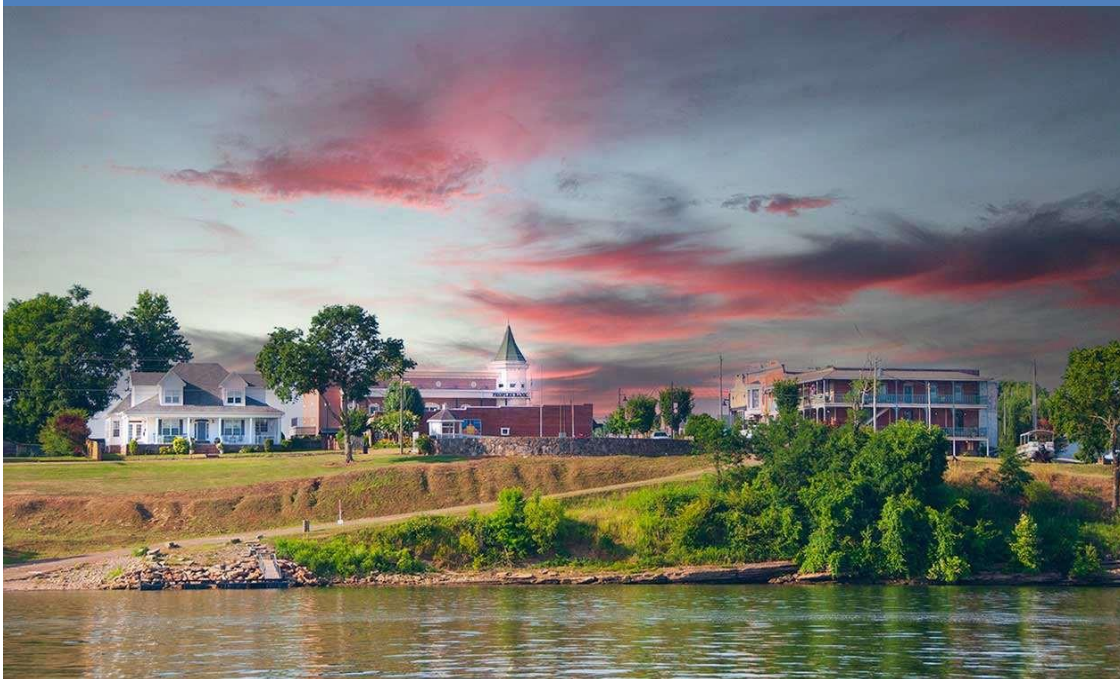




# POSITION PROFILE FOR CITY MANAGER

The City of Clifton is seeking a city management professional to be their next city manager

*City of Clifton,  
Tennessee*



# City of Clifton, Tennessee

## Position Profile for City Manager

### Introduction

The City of Clifton is seeking a city management professional to be their next city manager.

Located approximately 111 miles southwest Nashville and approximately 20 miles from Savannah, Clifton is situated on the south bank of the Tennessee River in Wayne County.



Incorporated in 1840, Clifton is a full-service municipality providing finance and administration, police and fire services, public works, parks and recreation, and a municipal airport. City Hall is located at 142 Main Street in downtown Clifton.

The city encompasses approximately six square miles and has about 450 households. Residents are drawn to the community based upon its history, natural beauty, and proximity to recreational opportunities along the Tennessee River. The city is centrally located to Nashville and Memphis as well as surrounding destinations including Shiloh National Park and Pickwick Dam Recreation Area. Recreational and cultural amenities also include Ross Creek Landing - Jack Nicklaus Signature Golf Course and historic downtown. For more information about Clifton, please visit the City's website at:

[Clifton - Best kept secret on Tennessee River \(http://cityofclifton.com/\)](http://cityofclifton.com/)

Clifton is home to Hassell Field Airport (M29) located one mile east of Clifton. Airport operations include agricultural spraying and recreational flying. The airport hosts a breakfast fly-in on the second Saturday of each month. Services available include fueling, hangars, tie-downs, and a courtesy car. The runway is 4,200 feet.



Frank Hughes School, a part of the Wayne County school system and located within the city limits, provides K-12 education facilities for residents of Clifton and the surrounding areas.



Clifton embraces its proximity to the Tennessee River and its downtown provides the perfect location and venue for special events. Clifton is home to a variety of community events and festivals each year that draw hundreds of residents and visitors to the city including the Stroll thru Christmas, and multiple wine tastings.

## **Community and Area Demographics**

According to the 2020 U.S. Census, Clifton has a population of 2,651 people residing in 450 households. The racial makeup of the city is White (non-Hispanic) - 65.9%, Black or African American - 29.08%, Native American - 0.04%, Other/Mixed - 1.4%, and Hispanic or Latino - 3.58%.

## **History**

Clifton is in the northwest corner of Wayne County and was founded in 1840 as a terminus from the old Central Turnpike Company for ferrying goods and services on the Tennessee River. The ferry service continued operation until 1998 and closed after a bridge was built and opened approximately 5 miles upriver on Hwy 641. The old ferry landing remains in place at the end of main street and serves as a scenic overlook and boat dock for residents and tourists utilizing the river. Today, Clifton prides itself as a rural, safe, and peaceful city. Citizens are free from the hustle and bustle of the surrounding metropolitan areas and enjoy no traffic lights within the city limits; primarily because there is no traffic!



## Municipal Government

The city is chartered under General Law Manager-Commission by the Tennessee General Assembly. The board of commissioners is comprised of five members including a mayor and vice mayor. The term of office for each commissioner is four (4) years. The board of commissioners, at the first regular meeting after each biennial election, shall elect one (1) of their number to serve as mayor for a term of two (2) years. At the first meeting after a general city election, the board shall also choose from its membership a member to serve as Vice Mayor to act in absence of the mayor.

The last municipal election was held in November 2024 in which two commissioners were seated. In November 2026, there will be an election for three seats on the board of commissioners.

The board of commissioners approves the annual budget, establishes policies, goals, and objectives to direct the growth, development, and provision of municipal services for the city, and adopts ordinances and regulations necessary for the general health and welfare of the city and its citizens. The board of commissioners meets in regular session on the fourth Monday of each month at City Hall.



The city manager is appointed by the board of commissioners and serves at the pleasure of the board. The city manager is responsible for hiring all positions within the city, including the city attorney, chief of police and fire chief. The city manager serves as the administrative head of the municipal government with the following powers and duties as prescribed in the City's charter.

- 1) See that the laws and ordinances are enforced, and upon knowledge or information of any violation thereof, see that prosecutions are instituted in the city court;
- 2) Expect as otherwise provided in this charter, appoint, promote, demote, suspend, transfer, remove, and otherwise discipline all department heads and subordinate employees at any time, subject only to any personnel rules and regulations adopted by ordinance or resolution by the commission. Any hearings on, or appeals from, the city manager's personnel decisions provided for in the personnel rules and regulations shall be exclusively before the city manager or a hearing officer designated by the city manager;
- 3) Supervise and control the work of the recorder, the chief of police, city attorney, finance director, and all other officers, and of all departments and divisions created by this charter or that hereafter may be created by the board of commissioners;
- 4) See that all terms and conditions imposed in favor of the city or its inhabitants in any public utility or franchise are faithfully done, kept and performed, and, upon knowledge or information of any violation thereof, call the same to the attention

of the city attorney, who is hereby required to take such steps as are necessary to enforce the same;

- 5) Attend all meetings of the board, with the right to take part in the discussion, but not to vote;
- 6) Recommend to the board for adoption such measures as the city manager deems necessary or expedient;
- 7) Act as the budget commissioner and keep the board fully advised as to the financial condition and need of the city;
- 8) Act as purchasing agent for the city and purchase all material, supplies, and equipment for the proper conduct of the city's business as provided in § 6-19-104;
- 9) Execute contracts on behalf of the city when this authority is delegated to the city manager by ordinance; and
- 10) Perform such other duties as may be prescribed by this charter or required of the city manager by resolution or ordinance of the board.

The total city budget is \$5M (all funds), with the General Fund budget of \$1.5M. A staff of 20 full-time employees ensure the delivery of municipal services in the areas of general administration, police, fire, public works, parks and recreation, utilities, and municipal airport.

## **Special Projects and Opportunities**

The City Manager will be involved in a variety of grants and special projects and must be ready to assume grant administration responsibilities on current projects and to apply for state and federal grants when they are available. Special projects currently underway include the following:

- 1) New Water Plant: Planning and Design phase complete. Waiting for approval by the State to go out for bid late winter, early spring timeframe.
- 2) Two sections of sidewalk(s) from Main St. to the marina: Both multi-modal grants are in various stages of planning and design.
- 3) Ferry Loop Landing Project: In litigation with local citizen. Start/Completion TBD.
- 4) Lights at the airport. Planning and design have started with completion in 2026.

## **Candidate Qualifications**

The following education, experience, management, and leadership criteria have been identified by the City of Clifton as important skills and abilities for candidates to possess and demonstrate.

- A Bachelor's degree in public administration, business management, or a field closely related to municipal management (or) a minimum of five years' experience in the management of a significant budget and direct leadership of at least 5 personnel (or) an equivalent combination of education and work experience in a public sector or military environment.

- Demonstrated knowledge and experience in municipal budgetary principles and fiscal management practices with the ability to develop sustainable, long-term financial plans and plan for needed capital expenditures in a fiscally responsive manner.
- Knowledge of code enforcement practices and procedures.
- A strong working knowledge of municipal services, customs, practices, general operations, and policies of municipal government.
- Knowledge and experience of municipal personnel administration, including policies and procedures and federal and state laws pertaining to personnel administration.
- A record of successfully working with elected and appointed officials, boards, other governments, municipal staff, and the public.
- Demonstrated ability to plan, assign, and coordinate activities of employees and other resources to achieve the most efficient and effective day-to-day operations.
- Experience in a council-manager form of government; understanding the respective roles and duties of the city council and manager as established in statute, charter, and ordinance.
- Experience in intergovernmental cooperation and working successfully with other governmental parties.

## **Leadership Skills and Management Style**

- Candidates must recognize and demonstrate in action the importance of effective customer service, showing genuine interest in addressing resident problems, needs, and concerns.
- Candidates must be honest and have a solid reputation for personal, professional, and organizational integrity, leading by example and conducting all personal and professional interactions fairly, honestly, and ethically.
- Candidates must be proactive and get the work done with a thoughtful approach and prioritization to the tasks at hand.
- Candidates must be able to envision the big picture while paying attention to detail.
- Candidates must be progressive, visionary thinkers, and successful organizers.
- Candidates must be effective communicators in verbal and written form; someone who is comfortable listening and talking to an individual or in a group setting; demonstrating an openness and welcoming environment.
- Candidates must have strong people skills and be great communicators.
- Candidates must be capable of successfully executing council policy in an efficient and effective manner.
- Candidates must be responsive to the council, providing feedback and communicating freely on projects and issues as they evolve.

- Candidates must maintain a professional demeanor and remain calm and in control under any situation.
  - Candidates must strive to keep each member of the governing board fully informed on key community issues; to keep them from being surprised or appear uneducated on major issues; and to possess the skills to keep the council moving toward a collective decision while respecting the individuality of members within the group decision-making process.
  - Candidates must be capable of assisting council with policy formulation using fact-based data and professional experiences.
  - Candidates must embrace the vision and policy direction of the city council while sustaining the policy-making and administrative function of each.
  - Candidates must be experienced in policy writing and the development of strategic planning.
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## **Position Advertisement**

### **City of Clifton, Tennessee**

#### **City Manager**

**City Manager, Clifton TN** (Population 2,651). Salary range \$85,738 - \$94,661, depending on experience and qualifications, with an excellent benefits package. Clifton is a historic and picturesque city located along the banks of the Tennessee River. The City of Clifton is seeking a city management professional to be their next City Manager. The City Manager is appointed by and serves at the pleasure of the Board of Commissioners. The City has a \$5M annual budget with 20 full-time employees. Candidates should possess a Bachelor's degree from an accredited college or university in public administration, business administration, or a field closely related to municipal management (or) a minimum of five (5) years of experience in the management of a significant budget and direct leadership of at least five (5) personnel (or) or an equivalent combination of education and work experience in a public sector or military environment

A position profile is available at [www.cityofclifton.com](http://www.cityofclifton.com) (see Government Tab – Public Notices). Send a cover letter and resume immediately by electronic mail to the City Manager, attention Doug Kibbey, at [citymanager@cityofclifton.com](mailto:citymanager@cityofclifton.com). Initial review of applications will occur on February 7, 2025. Please direct questions to Doug Kibbey, Clifton City Manager, at the same email address.

The City of Clifton is an equal opportunity employer and recruits, employs, trains, compensates, and promotes without regard to race, creed, color, origin, age, gender, marital status, or disability.