



HISTORIC
FRANKLIN
TENNESSEE

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**ASSISTANT CITY ADMINISTRATOR
CITY OF FRANKLIN, TENNESSEE**

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CITY OF FRANKLIN, TENNESSEE

The City of Franklin, TN (pop. 88,558) is seeking a strategic and accomplished leader to serve as its next Assistant City Administrator for Community and Economic Development. This executive-level role provides oversight of community and economic development activities while coordinating operations across multiple city departments. Reporting directly to the City Administrator, the Assistant City Administrator helps lead the City organization and plays a key role in shaping Franklin's growth by ensuring high-quality development, preserving the community's historic character, and maintaining the city's strong infrastructure. This position requires a dynamic leader with expertise in urban planning, infrastructure management, economic development, and intergovernmental relations.

The ideal candidate will be an innovative thinker with the ability to manage complex municipal operations, guide public-private partnerships and work effectively with stakeholders. They must also be able to operate comfortably and credibly in three distinct spheres: the broader Franklin community, the development community, and within the City organization—building trusted relationships with staff, the City Administrator, and the Board of Mayor and Aldermen—while maintaining Franklin's strong reputation as a premier community in Tennessee and nationally.

ABOUT FRANKLIN, TENNESSEE

Located 21 miles south of Nashville, Franklin offers a unique blend of history, economic prosperity, and high quality of life. Founded in 1799 and named after Benjamin Franklin, the city has grown from a historic agricultural hub into one of the fastest-growing communities in Middle Tennessee. With a thriving downtown district, strong commitment to historic preservation, and diverse economy, Franklin provides a compelling place to live and work.

Franklin has earned national recognition for its quality of life, named a 2020 All-America City, one of Money Magazine's "Best Places to Live," and as #6 of Fortune Magazine's "Best Places to Live for Families" in 2024. The city is home to several corporate headquarters, including Nissan North America, Mitsubishi Motors, Community Health Systems, TruGreen, and In-N-Out Burger. The city's proximity to Nashville's entertainment and business industries also makes it an attractive location for professionals seeking both opportunity and quality of life. Franklin is known for its award-winning schools, well-maintained parks, and a strong sense of community. Residents enjoy local festivals, cultural attractions, and an extensive network of historic landmarks.





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FRANKLIN AT A GLANCE

- Population: 88,558 (2023 Census Bureau estimates)
- Median Household Income: \$115,000 (2023 Census Bureau estimates)
- Recognized as one of America's "Distinctive Destinations" by the National Trust for Historic Preservation
- Earned 2025 Standard and Poor's AAA rating and Moody's Aaa rating, the highest for both agencies
- 21 miles south of Nashville, part of the Nashville metropolitan area
- Thriving historic downtown, corporate headquarters, and strong local economy



THE ROLE

The Assistant City Administrator (ACA) serves as a key executive leader for Franklin, providing strategic oversight of community and economic development activities while ensuring the smooth operation of permitting, code enforcement, and infrastructure planning. As one of three Assistant City Administrators, this position plays a vital role in executive leadership and cross-departmental coordination, with the potential to take on additional responsibilities in the future. The ACA works closely with elected officials, city leadership, and the development community to facilitate responsible growth, solve complex regulatory challenges, and improve municipal processes.

This role requires equal parts external and internal focus, working closely with the development community, business leaders, and residents while also leading internal teams responsible for planning, zoning, permitting, and infrastructure management. With an active development environment in Franklin, the ACA must be an innovative problem solver—balancing compliance with forward-thinking solutions that allow projects to move forward efficiently.

Additionally, this individual will serve as a trusted resource to the City Administrator and the Board of Mayor and Alderman (BOMA), ensuring that development processes function smoothly, policies align with the city's vision, and projects meet high-quality standards. The ability to apply older codes to modern redevelopment efforts, refine processes, and drive efficiency across multiple departments is essential.

Key responsibilities include:

- Overseeing community and economic development initiatives to ensure Franklin's growth aligns with master planning efforts and infrastructure improvements while maintaining the city's historic character.
- Leading capital improvement planning and infrastructure development, guiding large-scale public projects and ensuring high standards in engineering, zoning, and urban design.
- Managing public-private partnerships and business relations, engaging with developers, business leaders, and government agencies to promote sustainable growth and economic vitality.
- Enhancing development services and regulatory oversight, overseeing planning reviews, permitting, site development, and compliance with city codes and ordinances.
- Interdepartmental coordination and strategic policy implementation, collaborating with city leadership and elected officials to develop and execute policies that enhance municipal services and resident quality of life.
- Serving as a liaison to boards, commissions, and community groups, representing the city at public meetings, engaging with local stakeholders, and maintaining transparency in city operations.

HISTORIC FRANKLIN HIGHLIGHTS

- Founded in 1799, named after Benjamin Franklin
- County Seat of Williamson County
- Five historic districts listed on the National Register of Historic Places
- Major Civil War site with well-preserved historic landmarks



PRIORITY INITIATIVES/KEY CHALLENGES

- **Redevelopment & Code Compliance** – Ensuring that older buildings and sites can be redeveloped while maintaining compliance with modern building codes. The ACA will need to apply innovative solutions to adapt regulations for redevelopment projects while maintaining safety and quality standards.
- **Managing Growth While Preserving Franklin's Character** – Franklin is experiencing significant development pressures. The ACA must ensure that new growth aligns with master plans and historic preservation efforts, balancing economic expansion with the city's unique identity.
- **Engaging with the Development Community & Elected Officials** – The ACA will foster productive relationships with developers and elected officials, serving as a knowledgeable resource to navigate development projects, ensure transparency in policies, and continuous improvement in the overall process.
- **Enhancing Public-Private Partnerships** – Leveraging private investment to support key city priorities, including sustainable infrastructure, mixed-use development, and transit-oriented projects, will be crucial. The ACA will cultivate strategic partnerships to maximize Franklin's economic potential.
- **Fostering a High-Performance Organization** – Collaborate with the City Administrator and fellow Assistant City Administrators to cultivate a high-performing organization rooted in employee engagement, collaboration, and a healthy workplace culture.



THE IDEAL CANDIDATE

The ideal candidate for this role will be a proactive and solutions-driven leader with the energy and drive to lead a high-performing team in a dynamic and fast-growing city. This individual must be an innovative problem solver who can navigate complex development challenges, work effectively with stakeholders, and modernize regulatory processes.

The ideal candidate will bring:

- Strong leadership experience in municipal operations, with a background in planning, development services, permitting, or infrastructure management.
- A track record of problem-solving and innovation, particularly in applying regulations to redevelopment projects and streamlining municipal processes.
- Exceptional relationship-building skills, with the ability to engage with developers, elected officials, business leaders, and community stakeholders.
- Strategic thinking and adaptability, capable of leading both internal teams and external partnerships to achieve the city's growth and quality-of-life goals.
- A deep understanding of permitting, code enforcement, and compliance regulations, ensuring projects advance efficiently while maintaining city standards.
- The ability to serve as a resource to elected officials and the City Administrator, helping to ensure policies and processes align with Franklin's long-term vision.
- Energy and drive, with a passion for public service and an ability to inspire, lead, and innovate within a fast-paced municipal environment.

QUALIFICATIONS

The successful candidate will bring a strong background in municipal management, planning, and economic development, along with experience in public-private partnerships and regulatory oversight. This individual must possess exceptional leadership skills and the ability to navigate complex policy and operational challenges.

Minimum Requirements:

- **Education:** A bachelor's degree in Public Administration, Business Administration, Planning, or a related field, master's degree preferred.
- **Experience:** A minimum of ten (10) years of progressively responsible experience in local government management, planning, economic development, or a related field.
- **Certifications (Preferred but not required):**
 - AICP Certification
 - Certified Economic Developer (CEcD)
 - Development Finance Certified Professional (DFCP)
 - International Code Council (ICC) Certifications

COMPENSATION & BENEFITS

The City of Franklin offers a highly competitive executive compensation package, commensurate with experience and qualifications. The expected hiring range is \$180k-\$210k. A current compensation study will enhance the full compensation range for future growth. The City also offers a comprehensive benefits package including health insurance, retirement benefits, paid leave, and professional development support. Relocation assistance is available.

APPLICATION PROCESS & TIMELINE

Candidates must submit a cover letter, résumé, and five professional references online at www.GovHRJobs.com. First review date of applications is May 2, 2025, open until filled. For more information, contact Mary Jacobs, Director, at mjacobs@mgt.us or Lane Bailey, Senior Consultant at lbailey@mgt.us.

City policy requires the new ACA to live within 35 miles of the Franklin City limits within one year following employment start unless an exemption is granted by the City Administrator for extenuating circumstances.

The City of Franklin is an Equal Opportunity Employer.

