



**GO.  
ALL.  
OUT.™**

ASSISTANT  
CITY MANAGER



# Vision

From the lifestyle advantages afforded by our natural assets and outdoor amenities, to a low cost of living, outstanding public schools, a distinguished regional university, an innovative health care sector, and robust technology infrastructure, Johnson City holds the keys to its future – a future in which we retain and attract the best and brightest people and industries and work together toward a shared vision so all our citizens can experience prosperity.

## Strategic Plan

01

### Economic Vitality

We must remain focused on our goal to move Johnson City forward through a strategic and intentional focus on economic growth, while creatively managing current external forces on the economy. Supporting our educational systems is critical to economic vitality.

02

### Quality of Place

Johnson City has much to offer, not only from an economic development standpoint but also from the excellent educational systems, health care, and recreational amenities available in the community.

03

### Future Ready Infrastructure

We must have the proper infrastructure to encourage investment in the new economy and be prepared for growth.

04

### Excellence in City Government

Johnson City government must remain focused on effective and efficient operations and create a business and citizenry friendly environment.



# Community

Johnson City (population 71,275) is one of the Northeast Tennessee Tri-Cities (combined statistical area population 510,400). The city spans 43 square miles and is the eighth-largest city in Tennessee. Nestled in the foothills of the scenic Appalachian Mountains in Washington County, this thriving urban community has consistently ranked as one of the nation's best and most popular small metro areas boasting an affordable cost of living, no state income tax, and outstanding schools, parks, sports, and fitness facilities. The city is directly accessible from interstates 26 and 81 and is a short drive to access commercial air service at the Tri-Cities Airport (TRI).

## Amenities

As a regional hub in a four-state area, the community boasts a variety of retail businesses, from well-known national chains to local boutiques and galleries. Entertainment and dining options abound, with Johnson City serving as the Tri-Cities area destination for retail, dining, entertainment, and leisure options. Annual community events include the Blue Plum Festival, Meet the Mountains, Umoja Unity Festival, and CandyLand Christmas. The community recently opened a 1,200-seat fine arts center that further expands area cultural and theater offerings, including a Broadway series in 2023. Recreational opportunities are plentiful in the region's mountains and lakes, including climbing, hiking, skiing, whitewater rafting, boating, fishing, and golfing. Popular biking and hiking trails include the 10-mile Tweetsie Trail that connects Johnson City to Elizabethton. The Tannery Knobs Mountain Bike Park is the newest trail system just off the interstate and a half-mile from downtown Johnson City's breweries, shops, and restaurants. The park includes numerous offroad bike trails and an asphalt pump track that offers fun for all ages and skill levels. For more panoramic views, the 725-acre Buffalo Mountain Park features nearly nine miles of trails, with White

Rock, Tip Top, and Huckleberry Knob offering the best majestic overlooks.

## Education

The Johnson City School System provides Pre-K through grade 12 education to more than 8,000 students on 11 campuses. Johnson City Schools are consistently above state and national averages for the ACT, SAT, and state test scores. Although a component unit and part of the City's Annual Budget, the Johnson City Public School System is governed by an elected seven-member School Board who appoint a Superintendent to run the day-to-day operations of the district. The City owns all of the School facilities and provides student transit services. Johnson City is also the home of East Tennessee State University (ETSU), which has an enrollment of approximately 15,000 students. Other higher educational institutions include Milligan University and Northeast State Community College.

## Healthcare

Medical services are provided by Ballad Health, which operates Johnson City Medical Center (a Level 1 Trauma Center) and Niswonger Children's Hospital; ETSU's Quillen College of Medicine, the

Bill Gatton College of Pharmacy, and the James H. Quillen Veterans Affairs Medical Center. Collectively, these healthcare interests have created a dynamic Med-Tech Corridor that attracts both talent and investment.

## Economics

Major employers include Ballad Health, East Tennessee State University, Veterans Affairs Medical Center, A.O. Smith Corporation (one of the world's leading manufacturers of residential and commercial water heaters and boilers), Crown Laboratories, (a skincare/beauty company that produces products including Blue Lizard Australian Sunscreen), and the area is also recognized as a leader in aerospace engineering. Johnson City's median household income is \$42,174 with an average home value of \$170,700.

## Technology

Johnson City is a 10-gig (upload/download) Smart City. Area economic development agencies offer programs with financial incentives for individuals who choose to relocate to the area to start their businesses.

# Awards & Recognition

Johnson City is recognized as an ideal place to live, work, and play. Its historic architecture is authentic, and the open space is breathtaking. Residents enjoy living in such beauty that many seek as a vacation spot. The setting also provides an opportunity for immediate adventure or contemplative relaxation, both of which define the quality of life. People are drawn to this university community for the energy of youth and the mental agility of lifelong learning among the exchange of many perspectives and ideas. Johnson City is also known as a community of opportunity while maintaining a welcoming, supportive, small-town atmosphere. People here help build minds, memories, ideas, connections, and businesses. It is a place where ideas get put to work.

**10** *most*  
**DIVERSIFIED**  
metro **ECONOMIES**  
in **U.S.** [livability.com](http://livability.com)

*top* medium-sized  
**ADVENTURE**  
**town** BLUE RIDGE OUTDOORS  
**MAGAZINE**

*best* **100**  
**PLACES to**  
**LIVE**  
[livability.com](http://livability.com)

**5** *most*  
**AFFORDABLE**  
CITIES <sup>in</sup> TENNESSEE  
[livability.com](http://livability.com)

# Growth

The Johnson City area has seen considerable growth in recent years with no signs of slowing. With minimal growth across much of the state, the 2020 Census shows 12.5 percent growth in Johnson City. Managing this boom is at the forefront of everything management and elected leadership undertakes.

The organization has seen unprecedented annexation requests – current asks would lead to approximately 5,000 new residents within a couple years if approved. The City's outstanding service provision, low tax rate and proximity to amenities make it highly desirable for residents and businesses. The organization has

recently increased Development Services staff and added a full-time Economic Development Director to address related needs. The FY 2023 budget includes funding for growth management and transportation/parking studies.

**3<sup>rd</sup>** *highest emerging* **HOUSING MARKET IN THE COUNTRY**  
Wall Street Journal/  
Realtor.com July 2022

Top metro areas for home buyers seeking an appreciating market, strong local economy and lifestyle amenities.

**2<sup>nd</sup>** *most popular city* **TO MOVE TO IN TENNESSEE**  
moveBudda.com June 2022

Johnson City gained 273 residents for every 100 who moved away in 2022.

**7<sup>th</sup>** *hottest zip code* **IN THE COUNTRY**  
Realtor.com August 2022

Relocation driven by factors including relative affordability and convenient travel to big East Coast cities.





Every street,  
every track,  
every trail in  
Johnson City  
bears the mark  
of generations  
who have come  
before.

# Heritage

In the 1850s, Henry Johnson, postmaster of Blue Plum, saw an opportunity. Before the East Tennessee & Virginia Railway moved a single train through the mountains, Johnson set up shop directly in its path, anticipating the hustle and bustle brought on by a new mode of transportation. Soon, Johnson's Depot grew from a store and post office to the hub of Northeast Tennessee. Johnson was the first in a line of entrepreneurs who made the railroad central to everyday life in Johnson City. Meanwhile, the city and its residents bore the weight of every boom and bust, but by 1909, it had three rail lines criss-crossing through the heart of downtown. Though the age of the railroad has passed, we hold tight to its visible, tangible history. Former train depots have been rejuvenated and once again filled with activity and community. The Tweetsie Trail leads runners, hikers, and bikers to Elizabethton with the same regularity of the eponymous engine's iconic whistle that echoed through the mountains. And each year, the Blue Plum Festival pays homage to our founder in spirit and in name, bringing us together just as his depot did.



# Governance & Organization

The City of Johnson City operates under a Commission-Manager form of government with a Mayor and four City Commissioners all elected on a staggered, non-partisan basis, with the next municipal election for two Commissioners scheduled in November 2022. The Mayor and Vice Mayor are chosen among the City Commission Members following each election. The City Commission approves the annual municipal budget; establishes policies, goals, and objectives to direct the City's growth and development; and adopts ordinances, rules, and regulations as necessary for the general welfare of the community and its visitors.

Johnson City provides a full array of municipal services supported by roughly 950 full- and part-time employees with an additional 150-200 temporary seasonal employees. The City's Fiscal Year 2023 Budget (which includes the City School budget) is approximately \$334 million, supported through a combined state, county, and city 2021 total sales tax rate of 9.5% and a combined property tax rate of \$3.88 (\$1.71 for City and \$2.15 County) per \$100 of assessed value.





# About the Position

The Assistant City Manager assists the City Manager with day-to-day administrative duties; conducts independent research studies; makes recommendations on internal policies, complex administrative projects and problems; and maintains inventory control of public-owned properties. In addition, the ACM coordinates the activities of several administrative divisions. Directives, letters, memoranda and reports are prepared regarding the promulgation and implementation of administrative rules and regulations. Frequent contact is made with local, state and federal officials to resolve problems and develop projects. The work is performed under the direction of the City Manager, with broad latitude for independent action and decisions. The Assistant City Manager acts for the City Manager, from time to time, when the City Manager is absent.

## Examples of Responsibilities

- assists the City Manager in administrative duties, conducts independent research, and makes recommendations on complex administrative projects and problems
- studies operational issues and recommends solutions
- coordinates administrative services and provides guidance for division directors
- facilitates communication and cooperation between departments
- interprets policies for department heads
- encourages innovative and productive improvements throughout the organization
- informs legislative representatives regarding the viewpoints of the City on relevant issues
- oversees long-term planning and growth management, land use and zoning activities, implementation of related policies such as the Comprehensive Plan as adopted by the Commission, and development regulations.
- coordinates the installation of new systems, procedures and methods of operations
- prepares and revises general administrative manuals, and reviews specialized manuals
- prepares various reports
- assists department heads in effecting improvements in overall administration
- prepares written material for the dissemination of information regarding administrative policies and practices
- meets with representatives of local, state and federal agencies as needed to achieve objectives
- prepares departmental budgets
- maintains inventory of city owned property and coordinates the sell and purchase of real property

## Education & Experience

Candidates should hold a degree from a college or university of recognized standing, preferably a Master's Degree in Public Administration or related field of study. He or she should have extensive responsible experience in research, business administration and/or public administration, preferably in municipal government. The City will consider candidates with an equivalent combination of experience and training that provides the required knowledge, skills and abilities. Progressively responsible experience in municipal administration with three to five years as an Assistant City Manager or City Manager is preferred. The ideal candidate should have experience in finance, budget, human resources and other internal services.



# Compensation & Benefits

The City of Johnson City offers a competitive salary commensurate with qualifications and experience, coupled with a comprehensive benefits package that includes:

- 11 paid holidays
- 12 paid sick leave days
- Paid vacation leave
- Medical insurance
- Dental insurance
- Life insurance
- Long-term disability
- Defined contribution retirement plan with matching City contribution
- Flexible spending
- Employee assistance program
- Tuition reimbursement program

## Apply Online

[www.johnsoncitytn.org](http://www.johnsoncitytn.org)

## Information

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