

What is MTAS?

The University of Tennessee's Municipal Technical Advisory Service (MTAS) was established in 1949 by the Tennessee General Assembly and MTAS is celebrating its 67th anniversary this year. MTAS helps the university fulfill its public service requirements under its land grant status. MTAS operates under the umbrella of the Institute for Public Service.

MTAS has a staff of approximately 60 people and has offices in seven locations across the state. MTAS' mission statement is: Meeting the challenge of providing timely, valuable information and assistance to Tennessee cities to build better communities.

MTAS is funded by a direct state appropriation and a portion of the local share of the statewide sales tax. Most of MTAS services are prepaid – cities don't get a bill. However, MTAS charges minimal fees for training, codes, and some other services.

How can MTAS help the City of Crossville with the City Manager selection process?

The Municipal Technical Advisory Service delivers technical assistance services upon request. We can provide as much or as little assistance as the town would like in recruiting and hiring a new town administrator. Previous requests have entailed the following:

Advertisements

- Offering suggestions on where to advertise
- Placing notices on the MTAS website
- Requesting other state's city management associations to post job notices
- Using MTAS consultants to help recruit former colleagues and current and past clients for positions

Applications

- Accepting applications
- Handling application correspondence
- Ranking applications
- Supplying a ranking system of applications for the elected officials to use based on the advertisement and/or qualities the board desires to have in an administrator

Interviews

- Facilitating discussions with the governing body on narrowing the list of applicants to invite for an interview
- Scheduling interviews with candidates
- Writing interview questions specifically tailored for the town that address current issues, criteria specified in the advertisement, and core competencies
- Supplying a ranking system for interviews
- Conducting and ranking interviews with a senior staff member to assist the governing body in making its decision on who to bring back for a second interview

- Supplying a list of generic interview questions for the governing body to select from
- Proctoring interviews
- Providing cost estimates of hosting interviews
- Developing and proctoring assessment centers

Employment

- Providing sample employment contracts for the governing body to consider
- Providing comparable salary and benefit information

- **What will MTAS not do in a recruitment effort?**

MTAS will not make recommendations on who to hire, place paid advertisements, make offers of employment, provide background checks or send rejection letters to candidates that have been interviewed.

What else do I need to know?

- MTAS annually completes more than 1,000 major municipal management projects and provides an average of 6,000 other services each year.
- MTAS staffs the Tennessee City Management Association and has contacts and relationships with other state associations.
- MTAS consultants have at least a combined 400 years of municipal experience in multiple cities across the U.S. with 67% of the management consultants working in other states outside of Tennessee and 67% of those working in at least two different states.
- MTAS has a vested interest in making sure the governing body makes a good hire because he or she is a future client.