

City of College Station, TX

CITY MANAGER



1101 Texas Ave. College Station, TX 77840



The Community

The City of College Station is located in the heart of central Texas with a population just over 117,000 and ranks among the 15 fastest-growing metros in the country. The City of College Station is the home to Texas A&M University, the third largest public university in the nation. Located only 100 miles from Houston and Austin and 160 miles from Dallas and San Antonio, College Station is within four hours driving time of more than 14 million people. A network of well-maintained highways and a nearby regional airport serviced by major international airlines facilitate quick transportation between College Station and the rest of the country.

College Station has been recognized as one of the nation's top 10 places for business, jobs, families and retirees. In addition, the city has been named America's No. 1 college town and was a finalist for the nation's friendliest.

College Station boasts one of the lowest property tax rates in Texas, and despite its exponential growth, has found a way to maintain a small-town feel while offering abundant entertainment and recreational opportunities in a safe and wholesome environment.

College Station is the only city in the country with six nationally accredited core service departments -- parks, public works, water, fire, police and public safety communications. It is among the safest and most family-friendly places in Texas, consistently maintaining one of the state's lowest crime rates. Kiplinger's has also ranked College Station among the nation's 10 best places to raise a family.

Accolades

- No. 1, 10 Cities Primed for Economic Growth in 2018 -- CardRates.com (2018)
- No. 1, Best Places to Live in Texas -- Livability.com (2018)
- No. 4, Most Recession-Recovered Cities -- WalletHub (2017)
- No. 7, America's Best College Towns -- AIER (2017)
- No. 2, Best Texas College Towns for Fun & Affordability -- TurboTenant.com (2017)
- No. 4, Safest Cities in Texas -- Niche.com (2017)
- Fastest-growing non-suburb in Texas and No. 15, Fastest Growing U.S. Metros - U.S. Census Bureau (2016)

Government

The City of College Station incorporated in 1938 and operates under a council-manager form of government. The council-manager form is the system of local government that combines strong political leadership, representative democracy through elected officials, and professional management. The form establishes a representative form of government by concentrating all power in the elected City Council. The Council hires a professionally trained and educated City Manager to oversee the delivery of public services and the daily operations of the City. Council members are part-time volunteers who serve as the policy making board for the City's government.



The Position

The City Manager is appointed by and serves at the pleasure of the City Council, which is the governing body responsible for setting policy. The City Manager serves as the Chief Administrative Officer and assists the council in identifying the policy agenda and provides recommendations. These management responsibilities are shared with one Deputy City Manager and two Assistant City Managers.

Essential Functions and Responsibilities:

- Direct the preparation and administration of the annual budget and capital projects for the City and submit to Council for deliberation and approval.
- Ensure fiscal viability of the City through adequate long range financial forecasting and planning, sound financial policies, investment portfolio management, and capital improvement programming.
- Seek to identify new and innovative ways of delivering services. Review existing operations to identify opportunities to improve efficiencies, eliminate unnecessary expenses, and reduce cost while maintaining and/or improving service delivery, with an emphasis on delivering outstanding customer service to the citizens and partners of the City.
- Report directly to the City Council and work closely with boards and commissions, a variety of public and private organizations and citizen groups in implementing programs and projects to achieve City priorities and solve community problems.
- Direct and oversee the preparation of a wide variety of reports and presentations for the City Council, citizen committees and outside agencies; oversees the preparation of press releases and materials for dissemination to the media and the public; maintains effective relationships with the media.
- Responsible for the selection, training, development, motivation, evaluation, and removal of department directors.
- Develop and implement goals, objectives, policies, procedures, work-standards, and internal controls.
- Analyze complex technical and administrative municipal problems, evaluating alternative solutions and adopting effective courses of action.
- Prepare and implement administrative procedures and controls to carry out various managerial stewardship functions including personnel administration, financial management, and purchasing.
- Interface with other local governmental and university officials. Identify and recommend appropriate opportunities for joint ventures and cooperative efforts between these entities.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints having an impact upon the public image of the City of College Station.
- Represent the City in a variety of activities, locally within the City, and also in and around the region; participate in regional, state and national meetings and conferences to stay connected to the trends and technology related to municipal programs and operations.
- Exercise sound, independent judgment within general policy guidelines

Education and Experience

Qualified applicants will have a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration or a directly-related field and at least five years' experience as a senior executive with top level administrative experience in the public or private sector is required; 10 years' experience, municipal experience and a Master's degree is highly preferred.

The Ideal Candidate

The ideal candidate will be fiscally conservative with experience in budget management and the ability to devise cost effective approaches to satisfy community needs and aspirations. Experience in new development, redevelopment, and economic development is needed, in order to support the continuous growth in College Station. Experience working with a major university and developing positive working relationships with university administration will be a definite asset.

This individual should be proven as an innovative and visionary leader with experience working in a fast-paced environment and dealing with a complex set of issues related to a growing community. This individual should have the ability to establish and maintain effective working relationships with elected and appointed officials at all levels of the government, the media, and a highly-engaged citizenry.

The ideal candidate must possess the capacity and interest to be an effective mentor for staff and have a demonstrated track record of setting a positive example of competence, professionalism, accountability, trust, energy and work ethic while promoting good organizational health and morale; advanced written and oral communication skills are imperative. This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency.

Salary

The City of College Station is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

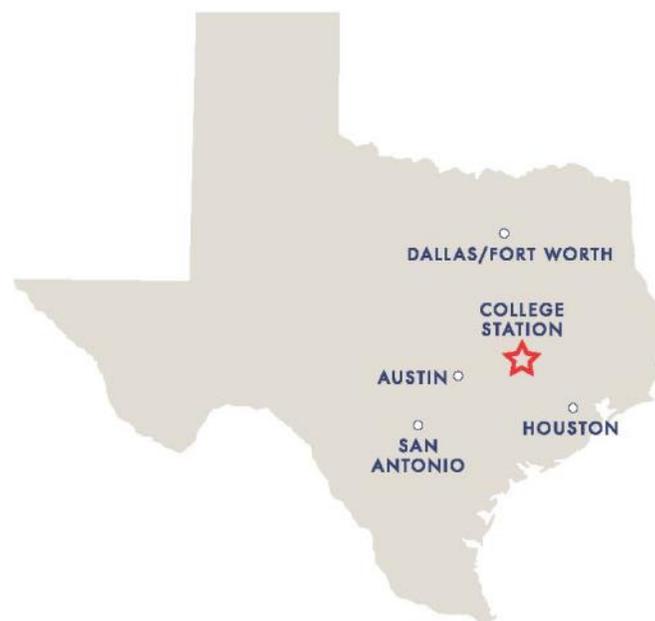
resumes@affionpublic.com

Reference: CSCM

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www.affionpublic.com



Delivering Leaders.



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