



CITY MANAGER

City of Wichita Falls, TX

The Community

Wichita Falls, Texas, is a family-oriented city in North Texas with a population of 102,691. Located just two hours from both Dallas-Fort Worth and Oklahoma City, it offers a friendly, comfortable atmosphere with diverse amenities. The city is home to Sheppard Air Force Base, the largest Euro-NATO Joint Jet Pilot Training site, adding an international flair to the community. Wichita Falls boasts affordable living, a high-quality education system, and state-of-the-art medical facilities.

For transportation, it has an airport with connections to Dallas-Fort Worth, a transit system, and easy freeway access. Wichita Falls offers year-round recreation, with 39 parks, a 20-mile trail system, a vibrant arts scene, museums, and events. There's also a strong economy with 185 manufacturers, international investments, and career pathways for students through the Career Education Center. With a low cost of living, rich culture, and proximity to major cities, Wichita Falls is an ideal place to live, work, and grow.





City Government

The City of Wichita Falls operates under a Council-Manager form of Government. This system combines the strong political leadership of elected officials, in the form of a City Council, with the strong managerial experience of an appointed City Manager. The Council-Manager form of government establishes a representative system where all power is concentrated in the elected Council and the Council hires a professionally trained manager to oversee the delivery of public services. The City of Wichita Falls has a Mayor and six member Council elected in non-partisan elections. Their terms of service are for three years.

The Position

The City Manager serves as the Chief Executive Officer of the City, responsible for the effective management of city operations, finances, and policies. Reporting to the City Council, the City Manager leads all municipal departments and oversees the delivery of programs and services to meet community needs. This role involves strategic planning, organizing, and evaluating citywide initiatives, as well as ensuring alignment with city goals and policies. The City Manager represents the City in public settings, leads special projects, and fosters collaborative relationships with elected officials, boards, and commissions to advance the City's mission and enhance quality of life for residents.



Essential Functions and Responsibilities

- Directs all municipal functions by directing and administering policies and procedures governed by city code, ordinances and resolutions, directing department and contractor activities, establishing goals and objectives, making major administrative policy decisions, reviewing and presenting the annual budget, and developing short- and long-term strategies for growth.
- Interacts with elected officials and the city council by implementing and enforcing all legislative policy decisions, acting as the liaison between the council and the public, attending meetings on behalf of the council, and coordinating preparation of council meetings.
- Works with citizens and city stakeholders by directing and attending advisory committee meetings, developing other communication channels, answering questions from the public and the press, and attending local meetings and events.
- Coordinates activities with other municipal, business and civic leaders by researching and reviewing information, participating in meetings and strategic planning sessions acting on the city's behalf locally and at predetermined locations, preparing reports, and reviewing results and activities.





Education and Experience

Qualified applicants will have a bachelor's degree from an accredited college or university in public administration, political science, finance, business administration, or a related field, and a minimum of ten (10) years of increasingly responsible experience in municipal management with at least five (5) five years of senior management experience in municipal government or public administration; a master's degree is preferred. Previous experience as an Assistant City Manager or similar position is preferred.

The Ideal Candidate

The ideal candidate will be an accomplished, forward-thinking leader with a solid foundation in public administration and extensive experience in municipal management. With expertise in fiscal planning, budget oversight, strategic development, and organizational growth, this individual will bring innovative leadership and a proven track record of navigating complex municipal challenges.

The ideal candidate will possess exceptional communication skills and demonstrate success in building and sustaining strong relationships with the City Council, department heads, and the community to ensure the vision to advance Wichita Falls' mission and enhance the quality of life for its residents is enacted and supported.

Additionally, the ideal candidate will be a skilled mentor, dedicated to inspiring and developing staff, and will set a high standard for professionalism, accountability, and integrity. They should promote a positive organizational culture and demonstrate advanced written and verbal communication skills, along with the energy, competence, and work ethic needed to lead Wichita Falls into a vibrant future.

Salary

The City of Wichita Falls is offering a competitive salary range between \$260,000 - \$305,000 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: WFTXCM

Affion Public
PO Box 794
Hershey, PA 17033
717-214-4922
www.affionpublic.com



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