



# CITY MANAGER



400 Porter Street Taylor, Texas 76574



## **THE COMMUNITY**

Spanning approximately 19 square miles and boasting a population of 17,700, the City of Taylor is a progressive city in eastern Williamson County, Texas, one of the fastest growing areas in the nation. Being a short 40-minute drive to downtown Austin, Taylor is conveniently located to the capital city and all it has to offer.

Taylor's historic downtown is the cultural hub of the city, with an eclectic mix of shops, restaurants, and service offerings in a walkable, old town atmosphere. Taylor is proud to boast its expansive park system, totaling 250 acres connected by 11 miles of trail, with amenities including swimming pools, walking trails, lakes, basketball courts, playgrounds, splash pads, skate park, disc golf course, and the Taylor Regional Park and Sports Complex, a state-of-the-art sports facility that hosts many national tournaments.

## **GOVERNMENT**

The City of Taylor operates as a council-manager form of government with an elected city council comprised of five council members—four of whom elected from single member districts and one member elected at-large. Each year council members elect from among their number a mayor and a mayor pro tem.

Taylor is a Home Rule city, which means that the council can enact legislation, adopt budgets, and determine policies, subject only to limitations imposed by the state constitution and the city charter. The city council is also guided by an ethics policy and a council relations policy to ensure an ongoing commitment to preserving the integrity of local government.

## **THE POSITION**

The City Manager reports to the city council and oversees an organization of 154 employees and an annual operating budget of \$ 27.9 million.

The City Manager effectively administers the affairs of the city in accordance with the city charter, city council policies, and state and federal law as chief administrator of the city. Duties include:

- Developing and implementing administrative procedures;
- Coordinating and directing all departments and staff operations;
- Selecting, developing, and effectively utilizing staff; and
- Supervising projects, city financing, and intergovernmental relationships.

The City Manager also has, as a priority, the responsibility for all retail and commercial economic development recruitment and retention efforts.

The City Manager directly supervises the Assistant City Manager, department heads, and has overall responsibility for all city staff. The City Manager appoints and may remove department heads and may exercise similar functions in regard to subordinate employees; works closely with the city council, policy or advisory boards or committees appointed by the council, and the general public; interacts with other city managers, with statewide organizations and associations, representatives of governmental agencies at the state and federal levels, and the news media; and has occasional contact with most city employees and frequent contact with those supervised.



### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Prepares or reviews and approves agendas and other materials for, and attends and assists with, all meetings of the city council.
- Keeps the city council advised of the financial condition and future needs of the city and makes such recommendations as may seem desirable.
- Prepares and submits to the city council at the end of each fiscal year a complete report on the finances and administrative activities of the city for the preceding year
- Prepares annual budget recommendations based on data submitted by all departments, including capital expenditure items, consistent with council-approved short-and long-range plans.
- Submits budget recommendations, including justification, to the council for approval; files approved budgets with appropriate authorities; and administers approved budget.
- Ensures advance planning conducted for management of future growth and development, including preparation of grant applications.
- Develops and implements plans for the personnel, financial, and program aspects of city operations in accordance with budgetary and other policy direction established by the council.
- Appoints and may suspend or remove all city employees or appointed officers except the city attorney and municipal court judge.
- Keeps the city council informed on progress in all departments and on any other pertinent matters relating to city operations to enable them to make informed policy decisions.
- Supervises city's program and administrative functions, provides general leadership and direction.
- Assists departments in the absence of supervisors.
- Ensures adequate staff support for policy or advisory boards, commissions, or committees of the city.
- Ensures city compliance with state, federal, and local statutes and regulations, as well as with grant and contractual provisions.
- Assists in the city's defense against lawsuits.
- Administers all contracts with the city to see to their faithful execution.
- Ensures efficient and economical purchasing of equipment, supplies and materials, property, and facilities for the city.
- Provides adequate and accurate information to news media so that citizens can be informed of governmental activities
- Actively participates in civic activities in the community.
- Makes contact and oversees work with businesses and industries to encourage consideration of the City of Taylor for future relocations or expansions.
- Represents the city before a variety of groups in making formal or informal presentations about the city and specific city activities.

## **KNOWLEDGE AND ABILITIES**

- General management principles
- Budgeting procedures and multi-funded financing operations
- Regulations and guidelines prepared by local, state and federal government/agencies relative to the city's management
- Ability to interpret and communicate to others rules, regulations, and guidelines prepared by local, state and federal government/ agencies on a variety of programs
- Knowledge of human resources rules and regulations, including but not limited to FLSA, COBRA, Civil Service, and HIPAA.
- Ability to apply general management principles
- Ability to establish and maintain effective working relationships with officials in local, state and federal government and the general public
- Ability to select, develop, organize, motivate, train, supervise, and evaluate staff
- Ability to communicate effectively, both verbally and in writing
- Ability to gather, compile, and analyze, and evaluate a variety of data and to make sound decisions regarding that data as it applies to providing services
- Ability to recognize, evaluate and respond adequately to a variety of policy issues faced by the city

## **EDUCATION AND EXPERIENCE**

Qualified applicants will have a master's degree in public or business administration, finance, or a related field, plus at least five years' experience as a City Manager, seven years as an Assistant City Manager, or ten years as a department head. A bachelor's degree in public administration, business administration, finance, or a related field will be considered if the applicant has at least twelve years of progressively responsible experience in public administration, with at least ten years involved in city management.

## **THE IDEAL CANDIDATE**

This This is a key position within the city and it is essential for the successful candidate to work closely with the city council to carry out city-wide initiatives and set the tone and vision for the employees of the city. The ideal candidate should possess strong knowledge of public administration principles and experience in fiscal planning. A record of accomplishment and success in retail and commercial economic development recruitment and retention efforts will be essential for this role.

This individual will be an outgoing, visible leader with a genuine interest in actively participating in the community. The ideal candidate must exhibit strong coordination and relationship-building skills in working with the entire organization and set a positive example of competence, professionalism, energy, and work ethic to the organization and community.

The ideal candidate will be a professional leader who inspires the staff to achieve excellence. This individual should have experience in strategic planning and organizational development. Effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful. Advanced written and oral communication skills are imperative. The ideal candidate must have the capacity and interest to be an effective mentor and leader for staff.

This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency.

## **SALARY**

The City of Taylor 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: TAYLORCM**

Affion Public  
2120 Market Street, Suite 100  
Camp Hill, PA 17011  
888.321.4922  
[www.affionpublic.com](http://www.affionpublic.com)



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