



ASSISTANT CITY MANAGER
City of **Cleburne, Texas**

Recruitment Services Provided By





The Opportunity

The City of Cleburne, Texas is seeking an innovative, team-oriented municipal leader to join the Executive Team as the City's next Assistant City Manager. This newly created position joins a cohesive team of professionals who are focused on service and excellence in this rapidly growing Texas city.

About Cleburne

The City of Cleburne is a fast-growing city within the Dallas-Fort Worth Metroplex. The 2014 completion of the Chisholm Trail Parkway has established a 20-minute connection from the heart of Cleburne to Downtown Fort Worth. Cleburne is a growing yet quaint community that is quickly becoming home to those who need access to the big city but want to have roots in a truly Texan community.

As the seat of Johnson County, Cleburne is an established city with a historic downtown, spirited community, true Texas character, and limitless potential. As a full-service municipal organization, supplying all city services, the City of Cleburne can stand alone in the region with its own water and wastewater systems, sanitation service, airport, and other services supporting an estimated 34,000 residents across more than 38 square miles.

Cleburne provides an excellent quality of life, a low crime rate, and high caliber schools. Cleburne is proud of its education systems that include Cleburne Independent School District (CISD) and Hill Junior College.

Recreational and cultural experiences abound in Cleburne and are strongly supported by the City organization. With easy access to a variety of amenities including: an 18-hole full-service golf course; Cleburne State Park offering 528 acres of biking, hiking, fishing and boating; Lake Pat Cleburne; over 560 acres of various City parks and open spaces; recreation centers and museums; Plaza Main Street Theatre; Splash Station Water Park; a 90-acre sport complex; and La Moderna Field, home of the Cleburne Railroaders professional baseball team, there is always something happening in Cleburne and much more on the horizon.





City Government

The City of Cleburne operates under a Council-Manager form of government. Direction and goals are set by an elected mayor and a four-member city council. They appoint the City Manager who is responsible for leading the City organization. The City of Cleburne staff is made up of 373 full-time employees. Cleburne has an adopted FY 2024 budget of \$150 million with an adopted tax rate of \$0.581318 per \$100 of valuation.

Cleburne is rapidly preparing for a new era spurred by growth in the residential, commercial, and industrial sectors. The City updated its Master Thoroughfare Plan in 2022, the International Property Maintenance Code in 2022, a new Parks Master Plan in 2021, a Zoning Ordinance update and the Future Land Use Plan in 2022 – all in preparation for future growth. Sustained population growth has created new development opportunities in Cleburne. As a result the City has made strategic investments in infrastructure, including water and sewer, road and drainage infrastructure.

City leadership is committed to establishing a culture of excellence built on providing exceptional municipal customer service. Cleburne will continue to restore and protect its history and culture, while pursuing and inviting new commercial, housing and industrial partners to help develop the vision to strategically grow in the region. Driven by a strong economy and an outstanding quality of life, Cleburne seeks to establish itself as a “City by which others are measured.”

The Position

The Assistant City Manager (ACM) will oversee an exciting and career-enriching portfolio of City departments in Cleburne and will initially have five direct reports. Under the direction of the City Manager and Deputy City Manager, the Assistant City Manager will provide leadership and oversight to the Finance Department, the City Secretary, Information Technology Department, Conference Center, Airport, and other departments as assigned.

Each of the assigned departments boasts awards and/or accomplishments that have driven the City forward. For the 34th consecutive year, the Finance Department has won the Certificate of Achievement for Excellence in Financial Reporting, which is the highest form of recognition in the area of governmental accounting and financial reporting. The City's budgeting team has also received national awards as well.

The new Assistant City Manager will have the opportunity to work with the City Secretary's Office and the Information Technology Department on new technology enhancements. These include an agenda management software to improve the automated processes for public meetings, infrastructure upgrades and the implementation of an enterprise resource planning (ERP) software to better streamline the City's day-to-day business activities.

Cleburne Conference Center is a stellar facility that has seen many improvements over the years with the potential to expand its community offerings even more. Also, the Cleburne Regional Airport has won awards for its projects. The airport is an ideal, easy in-and-out stop for corporate jet, helicopter, and general aviation aircraft visitors with a location that makes it ideal for pilots and economic development potential.

Along with managing the overall operations of the assigned departments, the Assistant City Manager will perform a variety of administrative duties and responsibilities involved in the development and coordination of City programs and boards and provide highly responsible managerial support to the City Manager and Deputy City Manager.

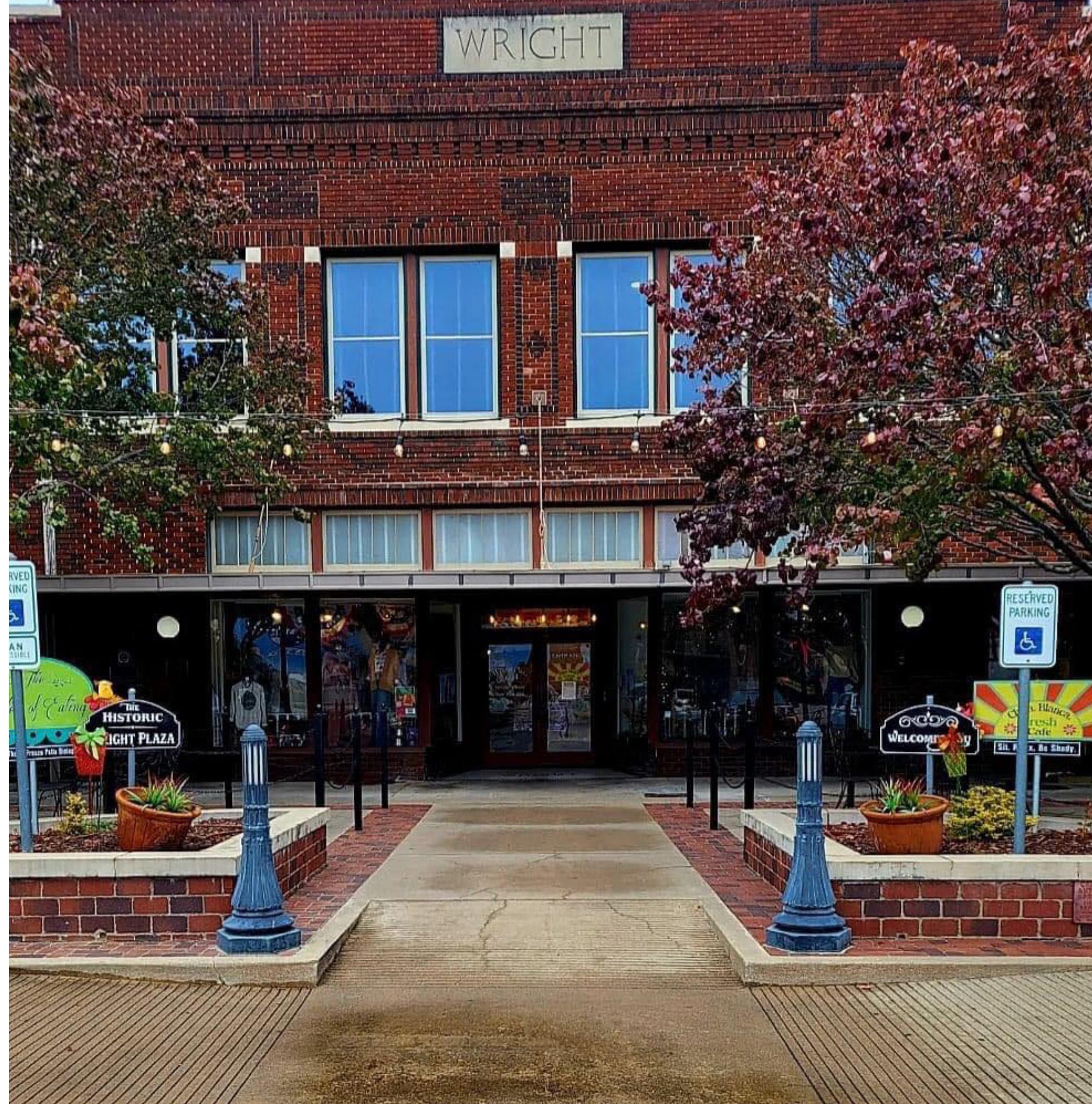
The Assistant City Manager will serve as a key member of the City's Executive Leadership Team at an exciting time in Cleburne's rapid growth and evolution as a city. Some of the additional responsibilities the Assistant City Manager will perform include, but are not limited to:

- Assisting the City Manager and Deputy City Manager in the management and review of the activities and operation of the City by overseeing and participating in the administration of departments and programs; and directing the development and implementation of City goals, objectives, policies, and priorities.



The Position

- Collaborating with the City Manager and Deputy City Manager to develop and oversee capital improvements, budget, and expenditures.
- Consulting and directing assigned Department Heads and staff to review, plan, and discuss policies, programs, strategies, and/or other issues of concern.
- Representing the City by acting as a liaison for community organizations, assigned boards, committees, and civic groups.
- Directing and managing community engagement efforts and other government agencies by coordinating special events, giving presentations, gathering information, and organizing and presenting reports.
- Managing the overall operation of assigned departments.
- Preparing letters, statements, memoranda, minutes, complex reports and statistical or other documents for the City Manager, Deputy City Manager, and City Council.
- In the absences of the City Manager or Deputy City Manager, assuming the responsibilities of acting City Manager when requested.



Challenges & Opportunities

The new Assistant City Manager in the City of Cleburne will have the opportunity to lead during an exciting time in the City's growth journey. The ACM will serve as a key member of the City Executive Team and will have the chance to excel in the following areas:

- Since this is a newly created position in Cleburne, the successful candidate will have the opportunity to bring new ideas to the organization and build something new.
- The Assistant City Manager will benefit from a supportive staff and support from the City Manager, Deputy City Manager and City Council.
- The ACM will be tasked to analyze the operations of assigned departments and to implement new ideas to improve/enhance City operations along with service delivery to the community.
- The opportunity to work in a city experiencing high growth will provide the successful candidate with rewarding personal and professional growth.





Ideal Candidate

The City of Cleburne is seeking an experienced and leadership-minded Assistant City Manager with a demonstrated track record of excellent work. The most qualified candidates will also possess the following:

- Experience as a City Manager, Assistant/Deputy City Manager or senior department director in a contemporary small to medium-sized municipality, where growth management, customer service, high ethical standards, and open communications are valued.
- Experience as a municipal CFO or Finance Director will greatly benefit the successful candidate and the City organization.
- Ability to carefully navigate politically sensitive situations. Approachable and ability to bridge varying interests and engage thoughtfully with stakeholders to create a positive customer experience.
- Ability to maintain excellent customer service to both internal and external customers, including regional and community partners.
- Ability to demonstrate awareness of and sensitivity to the audience, adjusting personal style accordingly. Ability to present information in a confident manner.
- Ability to interpret and apply applicable laws, rules and regulations, analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Effective leadership skills with a focus on developing and maintaining positive working relationships with all City employees, elected and appointed officials, and the public. A strong team-building orientation will greatly assist the next ACM in building a culture of excellence and innovation.
- Highly effective communication skills with the ability to connect and listen empathetically.
- Experience in public administration principles and practices as applied to varied organizational divisions.
- A strong team orientation with a focus on group success and staff development.

Qualifications

Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job is qualifying. The most qualified candidates will possess the following:

Education: A Bachelor's Degree in Political Science, Public Administration, Business, Marketing or a related field. A Master's Degree in Public Administration or a related field is highly desirable.

Experience: At least five (5) years of supervisory experience in a municipal environment, plus 1-4 years of administrative experience.

Certificates and Licenses: A valid Class C Texas motor vehicle driver's license is required. A Certified Public Manager designation is preferred.





Salary & Benefits

The anticipated salary for the Assistant City Manager is **\$195,000 +/-** depending on qualifications. A brief overview of the excellent benefits provided by the City of Cleburne include:

Retirement: Retirement is provided through Texas Municipal Retirement System matched 2:1 with a 7% employee contribution.

Insurance: Health, dental and vision insurance are provided by the City with some shared employee cost.

Vacation: Vacation leave is accrued based on years of service and ranges from 80 hours per year (for employees with less than 5 years of service) to 160 hours per year (for employees with 15 or more years of service).

Holidays: 12 paid holidays per year.

Sick Leave: 15 days accrued per year with unlimited accumulation.

Life Insurance: City coverage provided for up to 1x annual salary maximum for both basic life and AD&D insurance.

Employee Assistance Program: A robust EAP is provided to City of Cleburne employees at no cost to the employee.

The complete 2023-2024 Benefits Guide can be viewed here:

[Cleburne Employee Benefits Guide.](#)

Application & Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé online. Candidates are encouraged to apply immediately, as this recruitment will close once a sufficiently strong pool of stellar candidates has been established. Apply at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | bryan@mosaicpublic.com | (916) 550-4100

Greg Nelson | greg@mosaicpublic.com | (916) 550-4100

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.

The City of Cleburne is an Equal Opportunity Employer.

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