



**CEDAR  
PARK**

# **Assistant City Manager**

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City of Cedar Park, Texas



## THE COMMUNITY

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The City of Cedar Park is a vibrant suburb of over 83,000 residents, located 17 miles northwest of downtown Austin and is recognized for its fast growth in the dynamic Central Texas region. Cedar Park is the third largest city in the Austin metropolitan area, ideally situated for corporate headquarters and has a growing number of high tech and major manufacturing employers. With deep roots as a small community and ability to retain a hometown feel, it is known for its outstanding schools, pro-business climate and relaxed family environment. Named one of the Best Suburbs for Growing Families and Best Small City in America in 2020, Cedar Park offers all the benefits of life in the beautiful Texas Hill Country, with desirable neighborhoods, an entrepreneurial business environment, and an effective, well-managed city government.

## THE GOVERNMENT

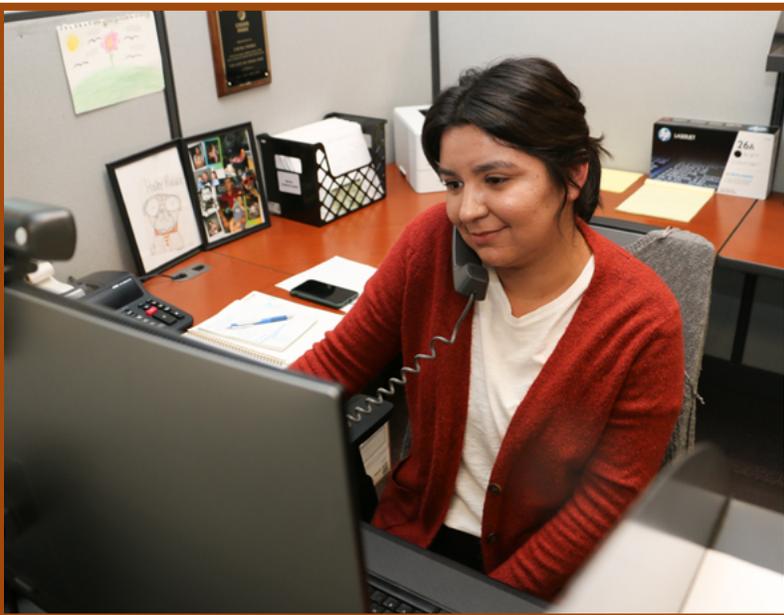
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The City of Cedar Park operates under the council-manager form of government, per the city charter. The council-manager form is a system of local government that combines the political leadership of elected officials in the form of a council or other governing body with the managerial experience of an appointed local government manager. The Cedar Park City Council consists of a Mayor and six at-large Council positions. All of these elected positions are volunteer. The City Manager is appointed by the City Council and serves as the Chief Administrative Officer for the City. The current City Manager has been with the City since 1996 and was appointed City Manager in 2006. In addition, the Deputy City Manager and two Assistant City Managers have more than five decades of experience with the City, providing stable leadership within the City Management team. Working with the Mayor and City Council, the City Manager oversees a robust, full-service city operation known for being innovative, forward-thinking, and implementing best practices in local government. In 2022, the City received the highest possible credit rating of AAA from S&P Global. This is the first time in the City's history that Cedar Park has received the AAA rating and the City joins a small list of Texas cities to accomplish this feat.

# THE POSITION

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The Assistant City Manager is one of two ACM's, and works closely with the City Manager, City Council, policy boards, advisory boards or committees appointed by the Council and the general public; interacts with other local state and federal government entities, statewide organizations and associations; has frequent contact with city employees; and has daily contact with those directly supervised. Under the direction of the City Manager, the Assistant City Manager performs highly responsible administrative work involved in planning, directing, and managing the assigned departments, including: Parks and Recreation, Community Affairs, Information Services, Municipal Court and the Library. In this community focused position, the Assistant City Manager provides leadership for and/or participates in special projects, initiatives and activities; proactively seeks solutions to various municipal issues; and attends regularly scheduled and special meetings.



# ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Participates in the development and implementation of short- and long-range goals and objectives, policies and priorities for assigned departments in accordance with the City Council's mission
- Identifies, strategically plans, and oversees short and long-range projects designed to upgrade various city operations to meet the future needs of the city
- Oversees the development, preparation, and administration of assigned department's proposed annual budget recommendations and justifications based on data submitted, including capital expenditure items, consistent with council-approved short- and long-range plans
- Supervises assigned department heads; trains, motivates and evaluates staff; establishes and monitors employee performance objectives; prepares, reviews and presents employee performance evaluations; provides or coordinates staff training; and makes decisions regarding hiring, terminating, and disciplining employees
- Keeps the City Manager informed on progress of assigned departments and on any other pertinent matters related to city operations to enable the City Manager to make informed policy decisions
- Prepares or reviews and approves agendas and other materials for City Council meetings and attends and assists with said meetings
- Provides adequate and accurate information to news media so that citizens can be informed of governmental activities



# KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of: modern and highly complex principles and practices of municipal administration, organizations, functions and services; principles of personnel selection, supervision, training, and evaluation; research techniques, sources and availability of information and methods of report presentation; applicable federal, state, and local laws, rules and regulations pertaining to local government operations; principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Skill/Ability to: interpret and communicate to others rules, regulations, and guidelines prepared by state and federal agencies on a variety of programs; apply general management principles to complex situations; gather, compile, analyze and evaluate a variety of administrative problems and make sound policy and procedural recommendations; establish and maintain effective working relationships with officials in local, state, and federal government officials, the general public, and the news media; select, develop, organize, motivate, train, supervise, and evaluate staff; demonstrate proficiency in both oral and written communication; operate a computer using standard word processing and spreadsheet software; gather, compile, analyze, and evaluate a variety of data and make sound decisions regarding that data as it applies to providing services; and recognize, evaluate, and respond adequately to a variety of policy issues faced by the city.

## EDUCATION & EXPERIENCE

Qualified applicants will have a Master's Degree in Public Administration, Government, Political Science, Business Administration, or a related field, plus at least seven (7) years of progressively responsible administrative and management experience in local government including experience with multiple operations, services and activities in a full-service City. An equivalent combination of experience and training which provides the required knowledge, skills, and abilities will be considered.



# THE IDEAL CANDIDATE

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The ideal candidate will have experience managing parks and recreation, neighborhood services and/or community affairs to include community engagement. The successful candidate should have experience in fiscal planning, budget management, strategic planning, and capital improvement projects; experience working in a high-growth City will be a definite asset.

The ideal candidate will need to be a creative thinker, innovative, and resourceful with proven experience in building and maintaining a broad spectrum of partnerships with the City Manager, Council, department heads, and the community to ensure that a common vision is enacted and supported.

The ideal candidate will be a strategic leader with experience working in a customer focused organization with a high-performance culture, setting a positive example of competence, professionalism, energy, and integrity. Effective communication, exemplary interpersonal skills, along with strong collaboration, problem solving, and team building skills will be essential. The ideal candidate must have the capacity and interest to be an effective mentor for staff.



# SALARY

The City of Cedar Park 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**

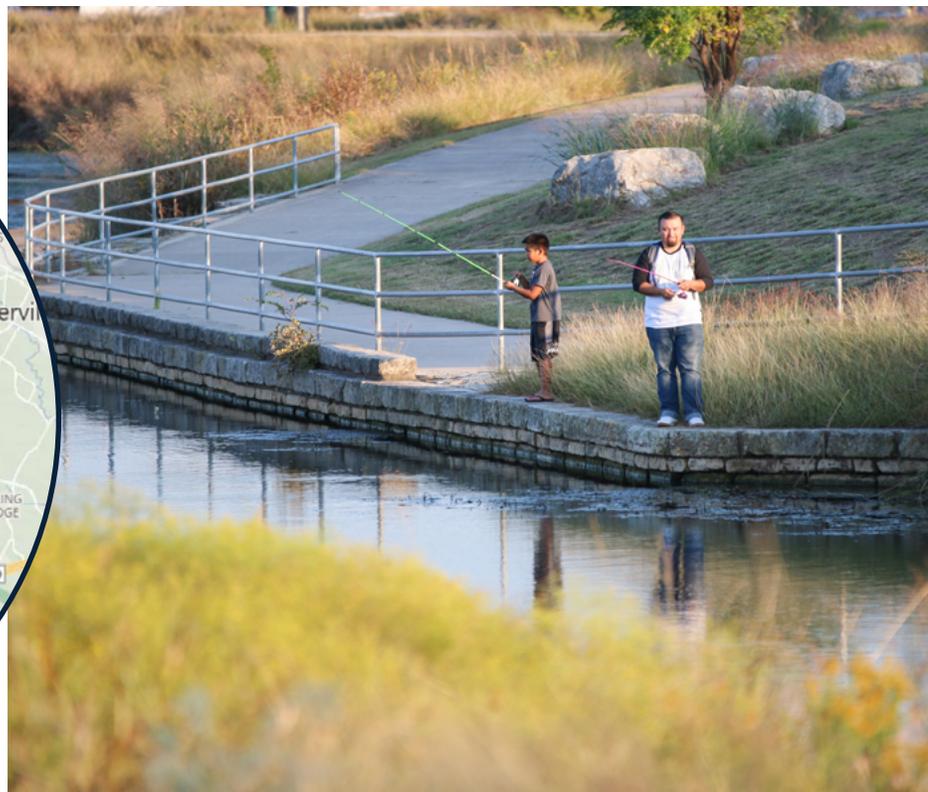
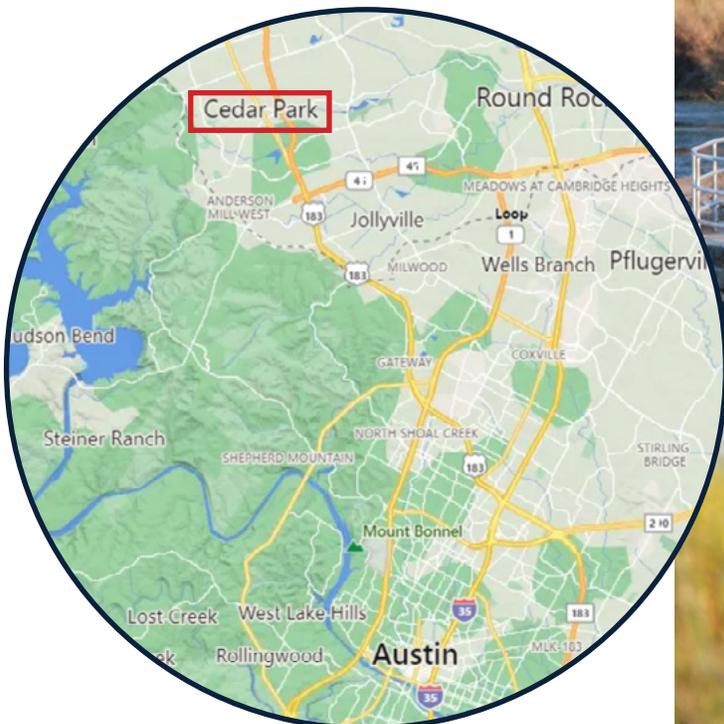
**Reference: CPACM**

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*The City of Cedar Park is an Equal Employment Opportunity Employer.*