

THE CITY OF
Anna

CITY MANAGER

City of Anna, TX



The Community

Located just 45 miles north of Dallas, Anna is one of the fastest-growing cities in North Texas, offering the perfect blend of small-town charm and big-city convenience. Founded in 1883 as a modest railroad stop, Anna has blossomed into a thriving community of approximately 32,000 residents, balancing its rich heritage with forward-thinking development.

With scenic parks, and a friendly, family-focused atmosphere, Anna delivers a high quality of life and abundant outdoor recreation. Its location along US-75 ensures an easy commute to Dallas, while preserving the peace and unity of a tight-knit community. As the population grows, Anna remains dedicated to smart planning, community engagement, and the small-town values that make it truly special.

Government

Anna operates under a home-rule, council-manager form of government. The governing body consists of an at-large Mayor and six Council Members, each elected to staggered, three-year terms. Administrative operations are led by a professional City Manager, appointed by the Council and responsible for daily management, executing policy, preparing the budget, and overseeing city departments. Legislative authority remains with the elected Council. The city prides itself on accessible governance, community participation, and sound fiscal management.

Accolades

The city's achievements reflect its commitment to quality of life and civic excellence. Recent recognitions include, Best Neighborhood Program Finalist, the Governor's Community Achievement Award, designation as a Tree City USA, and ranking among the Safest Cities in the nation.





The Position

The City Manager serves as the Chief Executive Officer, reporting directly to the City Council. The City Manager is responsible for overseeing all municipal operations, directing department heads, administering the City's annual budget, and ensuring the effective delivery of services that meet the needs of the growing community. The position plays a key role in policy implementation, strategic planning, and fostering a culture of excellence, innovation, and transparency across the organization.

Education and Experience

A Master's degree in Public Administration, Business Administration, or a related field is required. Candidates should have at least eleven (11) years of progressively responsible experience, including nine (9) years in management. An equivalent combination of education and experience may be considered. Membership in ICMA and TCMA is preferred upon hire or expected within one year of employment.

The Ideal Candidate

The ideal candidate will be a collaborative, forward-thinking leader with a strong foundation in municipal governance, strategic planning, and service delivery. They should bring a solutions-oriented approach, a deep understanding of the challenges facing growing communities, and a passion for operational excellence.

Experience working with the development community is essential, along with the ability to align private-sector initiatives with the City's long-term vision and land-use goals. The successful candidate will demonstrate political neutrality, emotional intelligence, and strong interpersonal skills to maintain trust and cooperation among Council members, staff, and stakeholders.

Strong communication abilities, a commitment to transparency, and a community-first mindset are key attributes for success in this role.

Duties and Responsibilities

- Supervise department heads by assigning work, evaluating performance and conducting hiring or disciplinary actions.
- Lead city administration in implementing Council directives, enforcing ordinances, and resolving neighbor concerns.
- Advise the Council on financial conditions, future needs, policy development, and personnel matters.
- Oversee special projects, including annual budget preparation and public communication.
- Monitor and improve service delivery methods to ensure efficiency and effectiveness.
- Manage internal systems, administrative structures, and identify opportunities for organizational improvement.
- Implement changes to personnel policies and ensure alignment with strategic goals.
- Direct the development and administration of the annual operating and capital budgets, including forecasting, allocating resources, and recommending mid-year adjustments.



Salary

The City of Anna is offering a competitive salary range of \$240,000 to \$260,000, commensurate with qualifications and experience, along with a comprehensive benefits package. Relocation assistance will be provided for the successful candidate, if needed.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: ANNACM

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