



ASSISTANT CITY MANAGER

City of Bee Cave, TX



The Community

Nestled at the gateway to the Texas Hill Country just 17 miles west of downtown Austin, the City of Bee Cave offers a unique blend of small-town charm, natural beauty, and vibrant community life. With a population of approximately 9,100, Bee Cave has grown from its humble beginnings into a thriving, family-friendly destination known for its scenic landscapes, year-round outdoor recreation, and welcoming spirit.

Founded in the 1850s near the confluence of Barton Creek and Little Barton Creek, Bee Cave derives its name from a nearby limestone cave once swarming with Mexican honeybees. Today, the buzz is all about the city's dynamic growth, upscale amenities, and quality of life. Far more than a stop along the way, Bee Cave has become a destination in its own right—offering residents and visitors a rich mix of shopping, dining, golfing, hiking, water activities, and breathtaking Hill Country views.

Government

The City of Bee Cave was originally established as a Type-A General Law municipality with an Alderman-Mayor form of government. In 2006, it officially transitioned from the Village of Bee Cave to the City of Bee Cave, and in 2013, voters approved a Home Rule Charter, granting the city greater local authority and flexibility to meet the needs of a growing community.

Today, Bee Cave operates under a Council-Manager form of government. The City Council sets policy and strategic direction for the City and is comprised of a Mayor and five Council Members that are elected to staggered two-year terms. The City Manager, appointed by the Council, is responsible for the day-to-day administration of city operations and implements Council's priorities.

Mission Statement

Our mission is to preserve and enhance the quality of life of citizens with a commitment to the highest standards in public and private services. We offer a healthy balance of retail and office business with great residential neighborhoods and an abundance of outdoor recreation. We strive to be unique with a balanced and progressive vision for future development and growth, in an inclusive and environmentally responsible manner. We embrace our Hill Country heritage trading and living with small-town values in an urban sub-rural setting.





The Position

Reporting directly to the City Manager, the Assistant City Manager serves as a key member of the executive leadership team and provides high-level support in managing the overall operations of the City. This position is responsible for overseeing assigned departments, managing cross-departmental initiatives, advising on policy development, and representing the City in intergovernmental and community matters. The Assistant City Manager frequently acts on behalf of the City Manager and may assume full leadership responsibilities in their absence.

The Assistant City Manager provides strategic oversight of budget development, policy implementation, and community engagement within designated areas. Currently, the Assistant City Manager provides direct leadership to the Planning and Development, Economic Development, and Parks and Facilities departments, ensuring alignment with organizational goals and the City's strategic vision.



Education and Experience

Qualified applicants will have a Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Urban/Regional Planning or related field, and a minimum of ten (10) years of increasingly responsible experience in planning, zoning, permitting, redevelopment and economic development analysis, administration, enforcement, and consultation; personnel management with at least five (5) years of experience as a Director of Planning and Development or Assistant City Manager. A Master's degree in Planning is highly desirable and may be substituted for one year of experience. An American Institute of Certified Planners (AICP) certification is preferred.

Duties and Responsibilities

- Assumes full management responsibility for assigned functions, services, and activities of the City; assists the City Manager in coordinating and directing the activities and operations of assigned City departments.
- Develops, implements, and monitors comprehensive development and economic development strategies aligned with the City's overall vision and goals.
- Oversees a wide range of development projects, including infrastructure improvements, public-private partnerships, and economic development initiatives.
- Collaborates with planning and development staff to review and approve development proposals, ensuring compliance with zoning ordinances and land use regulations.
- Participates in the development and implementation of city policies and ordinances.
- Assists with the responsibilities of all Planning & Development Department projects and plans, including the review/update of the Comprehensive plan; preparation and/or oversight of preparation of short- and long-range planning documents.
- Reviews and processes planning applications; ensure compliance with appropriate laws, codes, regulations, and ordinances; prepare public hearing notices and staff reports; make presentations to the Planning Commission and oversee the agenda process.
- Assists with preparation of and implementation of the City's Capital Improvement Plan.
- Oversees and participates in the development and administration of the budget for assigned functional areas; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.
- Participates in the development of City goals, objectives, policies, and priorities; incorporates community input into goals and objectives for the City for the City Manager's and City Council's approval; develops new policies in consultation with the City Manager; confers with Department Directors and employees regarding significant policy and procedural changes.
- Coordinates and participates in providing responsible staff assistance and professional analysis and advice to the City Manager, City Council, and other City boards and commissions as assigned; attends City Council meetings and other public meetings to assist or represent the City Manager.
- Serves as acting City Manager as required and oversees City operations in the City Manager's absence.
- Stays abreast of local, state, and federal legislative initiatives and works with department directors to analyze the impact of proposed legislation.
- Participates/assists in all emergency management activities, as assigned; remains available during emergency situations as required.

The Ideal Candidate

The ideal candidate should bring deep knowledge of city planning, capital improvement projects, and community engagement. They should be a capable advisor to executive leadership, City Council, and community stakeholders, and possess the political acumen to navigate sensitive policy issues. The ideal candidate should thrive in a fast-paced, high-accountability environment, and have the technical expertise to manage planning and development processes, along with the financial savvy to lead budget planning and resource allocation across multiple service areas.

In addition to being an accessible and trusted leader who builds strong relationships across departments and the community, the ideal candidate should feel comfortable stepping in as Acting City Manager when needed and have the confidence to lead during critical projects, public meetings, and emergency management situations. Above all, the ideal candidate should bring a proactive, forward-thinking approach to public service and remain committed to supporting Bee Cave's continued growth, quality of life, and organizational excellence.



Salary

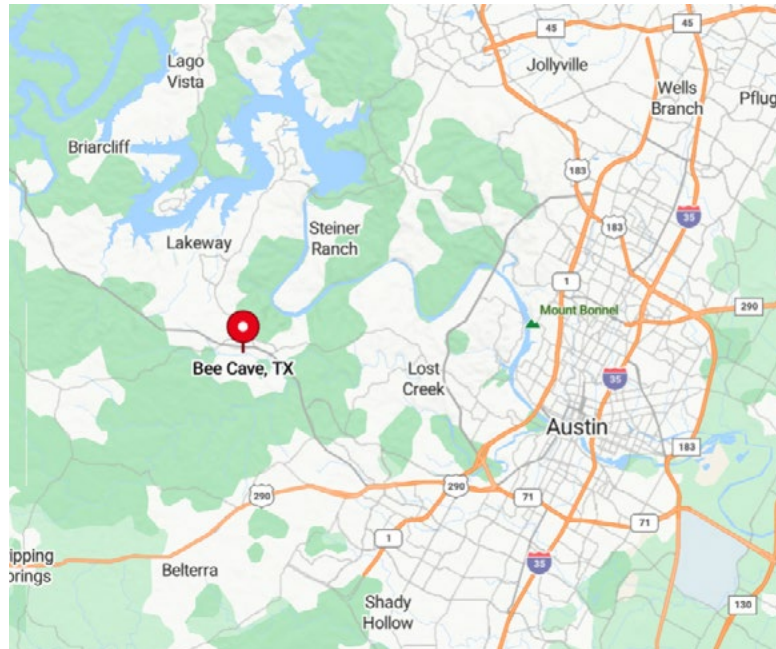
The City of Bee Cave is offering a salary range between \$155,000 - \$210,000, commensurate with experience, and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com
Reference: BEECAVEACM

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



The City of Bee Cave is an Equal Employment Opportunity Employer.