



ASSISTANT CITY MANAGER

City of Corpus Christi, TX





The Community

Located along the Gulf of Mexico, Corpus Christi is a vibrant coastal city with a population of approximately 320,000. Known for its stunning beaches, warm climate, and rich cultural heritage, it is one of Texas' largest cities, offering a dynamic mix of urban amenities and small-town charm. The community boasts a strong economy driven by industries such as energy, tourism, and maritime commerce, along with a growing focus on sustainability and innovation. With an affordable cost of living, excellent schools, and a variety of recreational opportunities, including water sports, nature preserves, and a thriving arts scene. Corpus Christi is an ideal place to live and work!

Government

Corpus Christi has a Council-Manager form of local government. The City Council is composed of the Mayor, one Member from each of the five Council Districts, and three At-Large Councilmembers. The citizens elect each Councilmember to a two-year term. Five Councilmembers constitute a quorum, which is required to conduct City business. The Council appoints the City Manager, City Secretary, City Auditor, and Municipal Court Judges.

The City Manager serves as the organization's chief executive officer and is responsible for the city's day-to-day management, operations, and hiring of City employees, including the executives (Assistant City Managers, Directors, Assistant Directors). The City Manager is tasked with implementing the council's decisions, managing a \$1.8 billion operating and capital budget, and overseeing 4,100 employees.

The Position

Under general administrative direction, the Assistant City Manager will be responsible for planning, directing, managing, and overseeing the activities and operations of multiple City departments. The ACM will coordinate assigned activities with other City departments and outside agencies, and exercise direct supervision over management and professional staff.

Education and Experience

Qualified applicants will have a bachelor's degree from an accredited college or university in public administration, political science, finance, business administration, or a related field, and a minimum of ten (10) years of increasingly responsible experience in municipal management with at least five (5) five years of senior management experience in municipal government or public administration; a master's degree is preferred. Previous experience as an Assistant City Manager or similar position is preferred.



Essential Functions and Responsibilities

- Serves as a member of the Executive and Leadership teams
- Serves as a liaison with outside entities, local, state, and federal agencies, universities, and the Chamber of Commerce on diverse issues
- 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
- Assumes full management responsibility for assigned functions, services, and activities of the City by assisting the City Manager in coordinating and directing the activities and operations of all assigned departments
- Directs and participates in long-range planning; recommends goals for a unified program of economic, community, and business development
- Develops new policies in consultation with the City Manager for City Council consideration of approval
- Provides direction and supervision on key projects, reviews and evaluates work methods and procedures and meets with key staff to identify and resolve problems
- Participates in the preparation, coordination, and presentation of the City's annual budget, capital improvement budget and internal fiscal control measures by participating in the development and presentation of financial forecasts and historical information, including reviewing expenditures and revenue
- Supervises and manages studies and surveys on operational and administrative problems by analyzing findings and preparing reports of practical solutions for review
- Monitors federal legislative changes and develops strategies to overcome the changes that will affect the City
- Keeps the City Manager, Deputy City Manager and City Council informed on critical issues





The Ideal Candidate

The ideal candidate will be a dynamic and experienced leader, prepared to collaborate closely with the City Manager to implement City Council initiatives and drive the vision and mission of the City of Corpus Christi. This person will possess deep knowledge of public administration principles and a proven track record in fiscal planning, strategic planning, and organizational development. Experience working in coastal communities and tourism-driven economies is highly desirable, as is the ability to navigate the complexities of a vibrant coastal city with a strong focus on economic development, sustainability, and innovation.

To succeed in this role, the ideal candidate must be a strategic thinker with exceptional coordination and relationship-building skills. The ideal candidate will inspire trust and confidence across all levels of the organization and community, setting a high standard of professionalism, integrity, and work ethic. As a skilled communicator, this person will excel in both written and oral communication, fostering collaboration and consensus across departments, external partners, and stakeholders.

A dedicated mentor and team builder, the ideal candidate will demonstrate a commitment to developing talent within the organization, empowering staff, and cultivating a culture of excellence. The ideal candidate must be adaptable and solutions-oriented, capable of managing complex projects, driving efficiency, and responding to the diverse needs of a large and growing city. Advanced leadership skills, a collaborative mindset, and a passion for public service will be essential to thrive in this pivotal role.

Salary

The City of Corpus Christi is offering a target hiring range between \$230,000 - \$270,000, commensurate with experience, and a comprehensive benefits package that includes TMRS, health, dental, etc. More information regarding the employee benefits can be found [here](#). 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: CCACM

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