



**KILLEEN**  
**TEXAS**

**CITY MANAGER**

City of Killeen, TX

# About Killeen, TX

Located in the heart of Central Texas, Killeen is a vibrant and diverse city of more than 160,000 residents and serves as the principal City of the Killeen-Temple Metropolitan Area. Situated approximately 60 miles north of Austin and within easy reach of Dallas and San Antonio, Killeen offers a strategic location, affordable living, and a strong foundation for continued growth. The City is best known as the home of Fort Hood, one of the largest military installations in the world, which has shaped Killeen's unique character and created a dynamic, multicultural community enriched by residents from across the nation and around the globe. The military presence also contributes to a highly skilled workforce and strong talent pipeline, supported by Central Texas College and Texas A&M University-Central Texas.

As one of the fastest-growing cities in Texas, Killeen continues to attract new residents, businesses, and investment opportunities. The community offers an exceptional quality of life with affordable housing, expanding commercial development, a revitalized downtown district, and abundant recreational amenities. Residents enjoy easy access to nearby Belton Lake and Stillhouse Hollow Lake, diverse dining and cultural experiences, and attractions such as the National Mounted Warrior Museum and Mayborn Science Theater. With its strong sense of community, strategic location, and commitment to growth and innovation, Killeen is well positioned for a bright and prosperous future.

## City Government

The City of Killeen operates under a council-manager form of government. The City Council is made up of eight-members consisting of the Mayor, three at-large council members, and four district representatives. The Mayor serves as the City's chief elected official and presides over Council meetings, while the City Manager oversees the day-to-day operations of the organization and implements the policies established by the Council. Killeen's elected officials serve two-year terms and are elected through nonpartisan elections. The City Council is committed to providing strategic leadership and responsive governance as Killeen continues to experience significant growth and development.





## The Position

The City Manager is appointed by the City Council and serves as the chief executive and administrative officer of the City of Killeen. Responsible for the overall leadership and management of the municipal organization, the City Manager oversees all City departments, operations, programs, services, personnel, and financial activities while implementing the policies and strategic priorities established by the Council. The position serves as the primary liaison between the City Council and the organization, providing strategic leadership, overseeing the City's budget and operations, fostering strong relationships throughout the community, and ensuring the efficient delivery of high-quality municipal services.



## Education and Experience

Qualified applicants will have a Bachelor's degree from an accredited college or university with major coursework in public administration, political science, business management or a closely related field, and a minimum of ten (10) years of experience as a municipal administrator. A Master's degree in Public Administration or a related field is preferred.

## Essential Functions

- Manages and supervises all departments, agencies and offices of the city to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to the City Council and department heads; makes presentations to councils, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to ensure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Sees that all laws and ordinances are faithfully performed.
- Prepares and submits a preliminary annual City budget. Administers the adopted budget of the City.
- Advises the City Council of financial conditions and current and future city needs.
- Attends all meetings of the Council at which attendance may be required by the Council.

## The Ideal Candidate

The ideal candidate should be an experienced, collaborative, and visionary municipal leader with a strong understanding of modern public administration and a proven track record of leading a complex municipal organization. This individual should possess broad knowledge of municipal finance, human resources, public works, public safety, and community development, along with experience developing and administering budgets, implementing strategic initiatives, and overseeing the effective delivery of municipal services. The successful candidate should be politically astute, solutions-oriented, and capable of balancing long-term planning with day-to-day operational excellence in a rapidly growing community.

The ideal candidate should be an exceptional communicator who can effectively engage with elected officials, employees, residents, business leaders, military partners, and community stakeholders. The ability to build strong relationships, analyze complex issues, develop thoughtful recommendations, and successfully guide projects from concept to completion will be essential. This individual should serve as a trusted advisor to the City Council, a strong leader for City staff, and a visible presence in the community who fosters a culture of accountability, transparency, collaboration, and high performance throughout the organization.



# Salary

The City of Killeen is offering an anticipated hiring range between \$250,000 - \$275,000 commensurate with experience and a comprehensive benefits package. Relocation assistance will also 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](mailto:resumes@affionpublic.com)

Reference: KILLEENCM

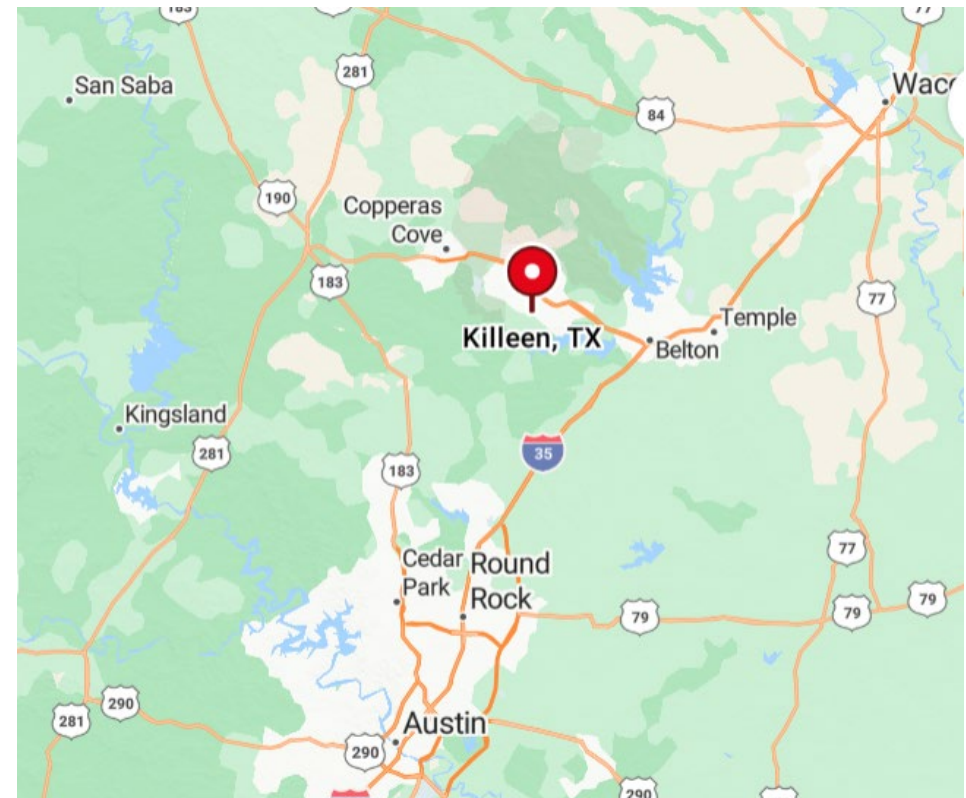
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