



ASSISTANT CITY MANAGER

City of Taylor, TX



The Community

Spanning approximately 19 square miles and boasting a population of 17,636, the City of Taylor is a progressive city in eastern Williamson County, Texas, one of the fastest growing areas in the nation. Being a short 30-minute drive to downtown Austin, Taylor is conveniently located to the capital city and all it has to offer, but the overall cost of living and home prices in Taylor are some of the lowest in the Greater Austin Area.

We're a community well-known worldwide for our barbecue, historic downtown, rich culture, and progressive leadership. Taylor's historic downtown is the cultural hub of the city, with an eclectic mix of shops, restaurants, and service offerings in a walkable, old town atmosphere. Taylor is proud to boast its expansive park system, totaling 250 acres connected by 11 miles of trail, with amenities including swimming pools, walking trails, lakes, basketball courts, playgrounds, splash pads, skate park, disc golf course, and the Taylor Regional Park and Sports Complex, a state-of-the-art sports facility that hosts many national tournaments.



An aerial photograph showing a large body of water on the left, surrounded by lush green trees and some buildings in the background. The sky is clear and blue.

Government

The City of Taylor operates as a council-manager form of government with an elected city council comprised of five council members—four of whom elected from single member districts and one member elected at-large. Each year council members elect from among their number a mayor and a mayor pro tem.

Taylor is a Home Rule city, which means that the council can enact legislation, adopt budgets, and determine policies, subject only to limitations imposed by the state constitution and the city charter. The city council is also guided by an ethics policy and a council relations policy to ensure an ongoing commitment to preserving the integrity of local government.\

The Position

The Assistant City Manager is responsible for assisting the City Manager, along with the Deputy City Manager in planning and managing city programs, departments and services. This position is also responsible for implementing policies established by the City Council and City Manager. Under the direction of the City Manager, the Assistant City Manager performs highly responsible administrative work involved in planning, directing, managing, and implementing policies for the assigned departments, including Development Services (planning/code), Main Street (special events/advisory boards), Internal Services (building/fleet) and Samsung Plan review/permitting and inspections.



Essential Functions and Responsibilities

- Assists the City Manager in planning, coordinating and implementing city programs and services. Track and monitor project status of citywide projects and major initiatives that are part of the annual operating plan.
- Provides general direction for the various City departments and oversight on the Department Directors. Provide overall direction to Directors through meetings and communication and ensure all departmental activities are consistent with City goals and objectives.
- Attends City Council, Board and Commission meetings as necessary and serves as liaison between Department Directors and Council members as needed.
- Serves as liaison between City Manager and the community by presenting programs to civic organizations and by responding to citizen issues.
- Under direction and supervision of the City Manager, be principally responsible for developing and maintaining the City's Strategic Plan and multi-year Capital Improvement Program; assists with the budget process.
- Serves as City Manager during temporary absence due to disability, annual leave, or overnight travel. During such times, fulfill all duties and responsibilities assigned to the City Manager by the City Charter and Code of Ordinances.
- Serves in extension of current duties as required for emergency management.
- Provides quality customer service to City staff, the public, and all other work contacts.
- Ensures City's compliance with HIPAA Security Rule and protecting EPHI and serves as the Security Officer.





Education and Experience

Qualified applicants will have a Master's degree in public administration or related field, plus at least seven (7) years executive/management level experience in municipal government, plus five (5) years' experience at a Department Director level position or equivalent position in city government. Candidates' bilingual in English/Spanish will be beneficial. Any equivalent combination of experience and training that provides the required knowledge, skills and abilities will be considered.

The Ideal Candidate

The ideal candidate should possess superior management skills and have experience in planning and development. The ideal candidate should have broad knowledge of public administration principles and experience in fiscal planning, budget management, strategic planning, and organizational development. Experience working in a high growth City will be a definite asset.

The ideal candidate should be an innovative leader with experience working with issues related to a growing community. The ideal candidate will need to be a creative 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 must possess the capacity and interest to be an effective mentor for staff and set a positive example of competence, professionalism, accountability, trust, energy and work ethic while promoting good organizational health and morale; advanced written and oral communication skills are imperative.

Salary

The City of Taylor 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: TAYLORACM

Affion Public
PO Box 794
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