



FARMERS BRANCH

City Manager

CITY OF FARMERS BRANCH, TEXAS

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About Farmers Branch, TX

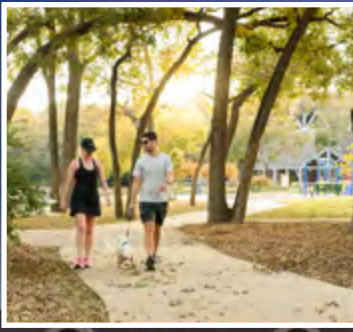
Farmers Branch is an oasis of small-town life in the heart of a big-city bustle. World-class arts, shopping, and great schools, plus a big-business boom and lower business tax rates are just a few of the features that make Farmers Branch the ideal place to live, work, and play.

With a citizen population of 35,991 and a daytime population around 70,000, Farmers Branch is home to more than 4,000 companies and more than 250 corporate headquarters, including BSN Sports, TD Industries Inc., Scout and Cellar, Trinity Industries, Essilor of America, SoftLayer Technologies, Tenet Healthcare, Brinks and Copart.

Farmers Branch is a dynamic powerhouse business center in North Dallas, centrally located in the Metroplex. The City is bordered by two interstate highways and two toll roads and is less than 15 minutes from both Dallas/Fort Worth International Airport and Dallas Love Field. Added to that is the Dallas Area Rapid Transit's Light Rail Green Line that further solidifies Farmers Branch's reputation as a premier transportation hub for North Texas.

Farmers Branch is an extraordinary community with a small-town feel and big-city convenience. The City's safe neighborhoods, 28 parks, state-of-the-art recreational facilities, and world-class businesses make Farmers Branch a great place to work or play.

With sales and property tax rebates, and other types of incentives, Farmers Branch is making it easier than ever to relocate and call Farmers Branch home. The City prides itself on providing the opportunity for a high-quality life for employees and residents.



City Government

The City of Farmers Branch was incorporated in April 1946 and its voters adopted a Home Rule Charter in 1956. The City operates under the council manager form of government, with policy-making and legislative authority vested in a governing body, the City Council, consisting of the Mayor at-large and five Council members by district, all elected on a non-partisan basis. The term of office is three years, with the terms of two elected positions expiring in each year.

The City of Farmers Branch offers a full range of services including public safety (police, fire protection, and EMS), streets, sanitation, water and sanitary sewer utilities, landfill, environmental services, library, parks and recreation, engineering, planning and zoning, building inspection and code enforcement, and general administrative services. The City has a full-time staff of 416 with 155 part-time and seasonal workers. The total 2021-22 budget is \$146,031,363.

The Position

The City Manager plans, directs and reviews the overall activities and operations of the City of Farmers Branch; coordinates all City activities with other outside agencies and organizations; and provides highly responsible and complex administrative support to the City Council. The City Manager is a vital component of the governance of the City of Farmers Branch, responsible for the appointment and supervision of staff, preparation and recommendation of the annual budget, and providing recommendations to the City Council concerning financial and policy issues. As provided in the City Charter, the City Manager serves at the will and pleasure of the Council, subject to the provisions contained within an employment agreement. The City Manager performs the functions and duties specified in the City Charter, applicable State law, City's Code of Ordinances, and performs other duties and functions as the City Council directs.

Farmers Branch Core Behaviors



BRANCH LIFE



RESPECT

Value everyone's opinion and acknowledge their perspective



EXCELLENCE

Continually striving to be the very best



ACCOUNTABILITY

Taking ownership for what you do



CARE

Displaying kindness and concern



TRUST

Being transparent, honest and truthful



Known as a “City in a Park” for its 28 parks in only 12 square miles, Farmers Branch is a small community in close proximity to Dallas, and has a business community that accounts for 75% of the city’s tax base



Essential Functions and Responsibilities:

- Develops, plans, and implements City goals and objectives following City Council Direction
- Executes Council direction through leadership and management of City Staff
- Champions and drives a work culture of Respect, Excellence, Accountability, Care and Trust throughout the City
- Delivers the highest level of Customer Service through leadership of the City Staff.
- Coordinates City activities with outside agencies and organizations
- Directs, oversees and participates in the development of the City’s Strategic work plans
- Oversees the development, administration and execution of the annual City budget; directs the forecast of funds needed for City staffing, equipment, materials, supplies, facilities and activities; monitors and approves expenditures



**FARMERS
BRANCH**

The Ideal Candidate

The ideal candidate will have experience in all aspects of managing a full-service city, including experience in budget management, economic development, planning, development, and redevelopment. The ideal candidate will preferably have experience in an urban environment and in a community undergoing substantial redevelopment and revitalization.

This is a key position within the City government environment and it is essential for the successful candidate to work closely with the City Council in carrying out city-wide initiatives and setting the tone and vision for the employees of the city. The City Council will rely heavily on the expertise, judgment and recommendations of the City Manager so this individual should have the ability to effectively delegate authority and responsibility while maintaining appropriate levels of operational control.

The ideal candidate will be an outgoing, visible leader with a genuine interest in actively participating in the community. This person must exhibit strong coordination and relationship-building skills in working with the City Council, the general public, and the business and commercial community, and set a positive example of competence, professionalism, energy, and work ethic to the entire organization.

The ideal candidate should have a record of leadership and employee involvement with the ability to delegate authority and responsibility. Effective communication along with strong collaboration, team building, and customer service skills will be necessary for this individual to be successful. The ideal candidate must have the capacity and interest to be an effective mentor for staff. Advanced written and oral communication skills are imperative.



Education and Experience

A Master's degree in business or public administration is preferred, a Bachelor's degree in business or public administration, political science or a related field is required. Eight (8) years of increasingly responsible experience in municipal management, public administration, business administration or a related field is required including five (5) years of executive level administrative and supervisory responsibility. Experience as a City Manager, Assistant/Deputy City Manager in an equivalent or larger municipal organization or service as a department head in a large, complex municipal organization will be considered.

Residency Requirement

Residence within the corporate limits of Farmers Branch is required by the City Charter.

Salary

The City of Farmers Branch is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

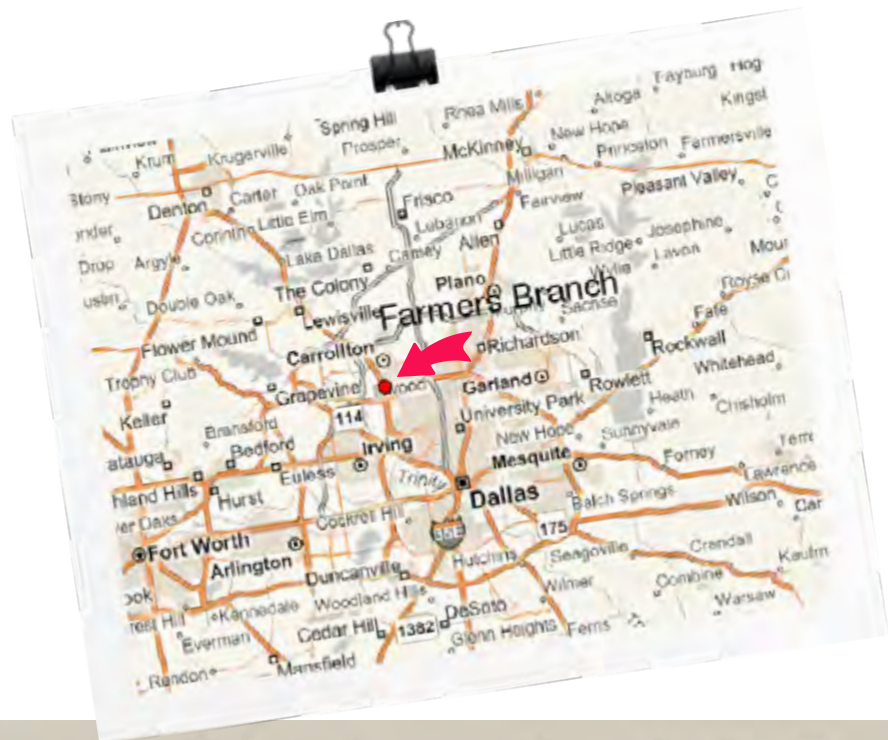
How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: FBCM

Affion Public
PO Box 794
Hershey, PA 17033
888.321.4922
www.affionpublic.com



The City of Farmers Branch is an Equal Employment Opportunity Employer.