

# *City of Georgetown, TX*



**Assistant City Manager: Public Safety**  
**Assistant City Manager: Development Services**



**808 Martin Luther King Jr St, Georgetown, TX 78626**



## The Community

The City of Georgetown, Texas, is the county seat of Williamson County and with more than 79,000 residents, it is the seventh fastest growing city in the nation. Located 26 miles north of Austin on Interstate 35, Georgetown has its own authentic identity and high quality of life, along with access to the many cultural and entertainment opportunities found in the state capitol. Georgetown is known as a safe city with, great parks, an award-winning library, low taxes, and the most beautiful town square in Texas!

Georgetown has over 180 homes and buildings on the National Register of Historic Places and boasts of having the “Most Beautiful Square in Texas.” The City was also on Southern Living Magazine’s 2018 list as one of the best cities in the south in which to live.

While citizens and visitors alike enjoy Georgetown’s charm, the surrounding area features more than 40 parks and over 16 miles of hiking and biking trails, including a stunning trail along the San Gabriel River. Five challenging local golf courses are available for golf enthusiasts and a variety of outdoor recreational opportunities are sure to suit anyone’s interests. Lake Georgetown boasts great fishing and a 26 miles trail loop, bringing visitors to the edge of the beautiful Texas Hill Country.

## Government

The City of Georgetown, Texas, is a “Home Rule” city. As provided by its charter, Georgetown has a council-manager form of government. Under this form of government, the City Council provides leadership by establishing the City’s goals and policies. The City Council consists of eight members — a mayor, elected at large, and seven council members elected from individual single-member districts. The City Council appoints a City Manager to achieve the desired end set by the City Council. The manager oversees the day-to-day activities of the City and executes Council established laws and policies. The City Attorney is appointed by the City Council to provide legal services to the City of Georgetown including the review of contracts, representation in City legal matters, and providing legal advice to City staff and the Council.

The City of Georgetown operates under an FY2021 budget of \$396 million with an adopted tax rate of 41.8 cents per \$100 dollar valuation, making it the lowest of all cities in the Austin area with a population greater than 20,000.

## The City Manager’s Office

David Morgan has served as City Manager for the City of Georgetown since his appointment in May 2015. His focus as city manager is developing and implementing city priorities and policies, resource stewardship, employee development, quality service delivery and building a strong, collaborative culture throughout the organization. His management team includes three Assistant City Managers and a strong team of Directors.

*City Manager’s Mission Statement:* Assisting the Council to be successful in developing and implementing city priorities and policies through resource stewardship, employee development, building a collaborative culture, and quality service delivery.



## The Assistant City Manager Positions

The City of Georgetown is currently looking for two Assistant City Managers; one is a vacant position and the other is a newly budgeted position for the City. Under the general direction of the City Manager, one Assistant City Manager position will administer Public Safety and the other will administer Development Services; additional areas may be assigned, as well. Both Assistant City Managers will assist with budget development and administration, monitor internal controls and coordination of City programs, assist in the development and presentation of long-term and short-term strategic plans to meet organizational and development needs of the city, and fulfill all duties and responsibilities assigned to the City Manager by the City Charter and Code of Ordinances in the absence of the City Manager. The Assistant City Managers work will be performed with broad latitude for the exercise of initiative and independent judgment and action.

## Essential Functions and Responsibilities

- Manages special projects as assigned by the City Manager including, major development and redevelopment projects, special development projects and assignments, facilities planning and implementation, process improvement and other projects as assigned.
- Leads, manages, oversees, directs and implements assigned city operations, services and projects to meet City Council goals and objectives and comply with all applicable laws.
- Carries out the City Manager's directives regarding interpretation of policies and represents the City Manager in resolving problems and conflict within City Government.
- Assists the City Manager in planning, coordinating and implementing City programs and services.
- Serves as primary advisor to the City Manager, developing long and short-term plans related to assigned departments and programs.
- Plans, manages, oversees, directs and implements assigned city operations, services and projects to meet City Council goals and objectives.
- Provides direct and indirect supervision for assigned departments; performs supervisory functions including recommending for hire, training, evaluating, counseling, developing and disciplining of assigned staff.
- Directs the preparation and monitoring of budgets and negotiate contracts and agreements in support of City activities.
- Develops and implements goals, objectives, policies, and priorities for assigned areas in accordance with the City Council goals.
- Oversees the development and implementation of Business Plans for assigned departments.
- Oversees the development and implementation of performance metrics through the City's Performance Management Program with assigned departments.
- Works in coordination with the City Manager on promoting positive culture change initiatives consistent with the City's core values.

## **Essential Functions and Responsibilities continued..**

- Coordinates community issues between departments and shares in the management and supervision of work with assigned departments.
- Advises City Manager on issues with program delivery and departmental concerns; provides creative solutions for implementation.
- Provides direction to city staff to address organization wide projects, resolve interdepartmental conflicts; ensures effective delivery of services.
- Serves as liaison between City Manager and the community by presenting programs to civic organizations and by responding to citizen issues.
- Attends City Council and Boards and Commission meetings, as necessary; serves as liaison between City and various groups.
- Performs other duties as assigned or required.

## **Knowledge and Skills**

- Knowledge of administrative, organizational and management practices and procedures related to similar size and growth municipalities.
- Knowledge of public finance, budgeting and budgetary controls.
- Knowledge of public relations and customer service methods, practices and techniques.
- Knowledge of research, analysis and application methods, practices and resources, including legal, economic development planning, and technical reference.
- Knowledge of City policies and procedures.
- Knowledge of project management skills for planning, construction, parks, promotions and other city projects.
- Knowledge of principles of economic development incentives and land development.
- Establishing and maintaining complex records and files and organizing data for reports.
- Preparing complex or technical reports independently, complying with reporting guidelines.
- Performing basic mathematical calculations to prepare, analyze and monitor budgets, and to perform statistical analysis.
- Leading positive organization culture change.
- Negotiating contracts; mediating and resolving conflict.

## **Education and Experience**

Qualified applicants will have a Bachelor's degree from an accredited college or university with major coursework in Business, Public Administration, or a closely related field, in addition to ten (10) years of progressively responsible administrative and management experience in municipal government and two (2) years of management experience as a department head or similar role. A Master's degree in Public Administration or a related field is preferred.

## The Ideal Candidate

The ideal candidates will have experience managing police/fire and/or development services to include planning and inspections. The ideal candidates will be visionary leaders with experience working in a performance based, customer-oriented culture that supports the City Council's priorities under the direction of the city manager. Experience working in a high growth City will be a definite asset.

The ideal candidates should be innovative and visionary leaders with experience working in a fast-paced environment and dealing with the complex issues related to a growing community. The ideal candidates will need to be a creative, resourceful leaders with proven experience in building and maintaining a broad spectrum of partnerships with the City Manager, council, department heads, the school district, and the community to ensure that a common vision is enacted and supported.

The ideal candidates must possess the capacity and interest to be effective mentors for staff and have demonstrated track records of setting 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 Georgetown 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.

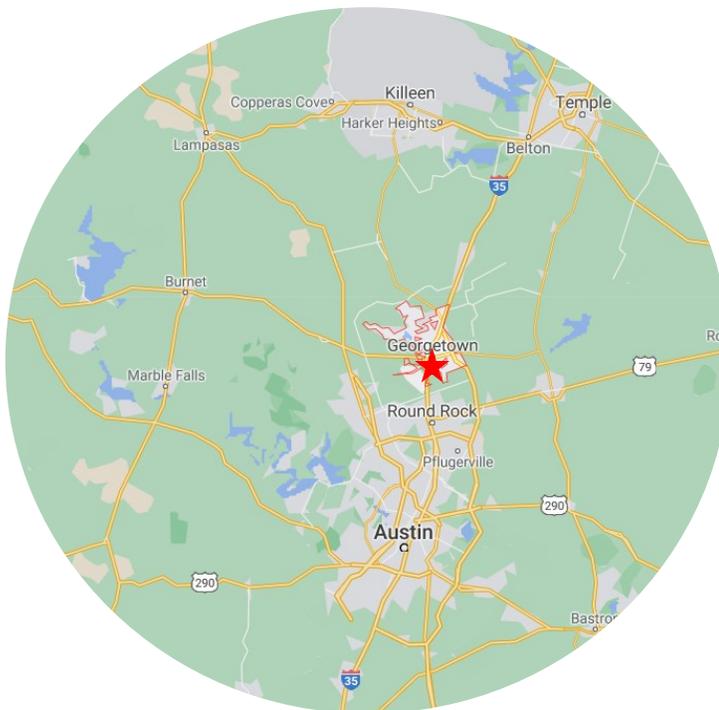
## How to Apply

Interested applicants should forward a cover letter and resume to:

**resumes@affionpublic.com**

**Reference: GTWNACM**

Affion Public  
PO Box 794  
Hershey, PA 17033  
888.321.4922  
[www.affionpublic.com](http://www.affionpublic.com)



*The City of Georgetown is an Equal Employment Opportunity Employer.*