

Assistant City Manager



THE CITY OF
Pflugerville
TEXAS

ABOUT PFLUGERVILLE, TX

Pflugerville, Texas is a vibrant, growing community and the second-largest city in Travis County next to the state capital of Austin. The City covers more than 23 square miles and offers beautiful trails, diverse shopping options and high-quality schools. Over the last decade, the City's considerable growth rate has created abundant cultural, entertainment and recreational opportunities. Pflugerville's more than 74,000 residents enjoy living "where quality meets life."

Pflugerville is growing rapidly as evidenced by a 187% population growth since 2000 and more than \$1B in capital improvement projects planned within the next 5 years. The City has also had an influx of large employers. Most recently, the City opened its doors to an Amazon Fulfillment Center, Costco, Living Spaces Fulfillment Center and Baylor Scott & White Hospital.

Pflugerville's qualities have been recognized and honored with several awards and accolades. In 2020, Pflugerville ranked #70 on Livability's top 100 places to live for small to mid-size cities. The City has earned Scenic City recognition from Scenic Texas because of its model standards for design and development of public roadways, beautiful trails and continuous efforts to diversify the urban forest and streetscapes. In 2014, Pflugerville was ranked the 20th best small city to live in by Money Magazine.



*Pflugerville has over 50 miles of trails
and 500 acres of parks in the city limits*



CITY GOVERNMENT

The City of Pflugerville was incorporated in 1965 and operates under a Home Rule Charter with a Council-Manager form of government. The City Council is comprised of a Mayor and six (6) Councilmembers elected at-large on a non-partisan basis for staggered, three-year terms.

The City Council, as policy makers, appoints a City Manager to manage the day-to-day operations.

The City Manager is responsible for administering the affairs of the City in accordance with City Council policies and federal and state laws in all matters including the City's utilities, finance, human resources, public works, planning, engineering, building, police, parks & recreation, library and several other departments with 426 fulltime employees and an operating budget of \$126 million.

THE POSITION

Under the direction of the City Manager, the Assistant City Manager effectively directs the operations of designated City departments, including Public Works, CIP/Engineering, and Utilities in accordance with City Council policies and federal and state laws, and directly supervises department heads and non-exempt staff therein. The Assistant City Manager frequently works with City Council members, policy or advisory board/committee members and external City advisors, and interacts with the general public, media, government officials, and governmental agency representatives at the federal and state levels.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Oversees all Public Works operations of the City including utilities (water and wastewater), streets & drainage, traffic control, field operations, solid waste, resource recovery, fleet and facilities maintenance to ensure effective and efficient operations.
- Oversees the Engineering Department and more than \$1B in capital improvements projects planned over the next five years to ensure effective and efficient operations and timely delivery of many critical projects.
- Recommends the appointment of and supervises key department management; assigns, schedules, and reviews work and major projects; delivers or provides for work-related training/education; completes performance evaluations; conducts counseling and takes disciplinary measures as required.
- Participates in the development and implementation of goals, objectives, policies, and priorities for City departments. Develops and submits operating and capital improvement budget recommendations and related justifications for areas of responsibility; manages expenditures to approved appropriations.
- Identifies and implements cost-effective procedures and processes with respect to areas of responsibility. Researches, evaluates, and resolves difficult operational and administrative issues; confers with other City management and department personnel to identify administrative and operational improvement opportunities; develops recommendations for policy and procedure modifications.
- Ensures compliance with all applicable federal, state, and local laws/regulations, as well as with applicable grant and contract provisions.
- Represents the City in meetings or official functions with professional and community organizations/associations and government agencies, as required.
- Prepares and submits regular and special reports regarding City operations to the City Council, government agencies, or other authorized entities, as required or requested.



THE IDEAL CANDIDATE

The ideal candidate will be a seasoned professional with experience in water, wastewater, streets, infrastructure, fleet, facilities, and traffic. The successful candidate should possess financial knowledge to include fiscal planning, budget management and capital improvement projects; experience working in a high-growth City will be a definite asset.

The ideal candidate must have a strong ability to establish and maintain effective working relationships with City Council, City Management, the general public, news media, and external City advisors.

The ideal candidate will possess superior management skills and have the ability to make strategic decisions pertaining to staff and procedures within the department. This person should have a proven track record of leadership and employee involvement with the ability to delegate authority and responsibility. Effective communication along with strong collaboration and team building skills will be essential. The ideal candidate must have the capacity and interest to be an effective mentor for staff.

EDUCATION & EXPERIENCE

Qualified applicants will have a Master's Degree in Public Administration, Business Administration, or related field, in addition to six (6+) years progressively responsible experience in the administration of municipal government, including two (2+) years of significant supervisory and management responsibility. An ICMA Credentialed Manager is preferred. A combination of education and experience that provides requisite knowledge, skills, and abilities will be considered.

SALARY

The City of Pflugerville offers a competitive salary commensurate with qualifications and experience. The position also includes employer paid healthcare, dental, vision, and life insurance. The City has 11 paid holidays per year with 24 hours of personal holiday leave, along with 12 days of sick and 15 days of vacation time.

The City participates in Texas Municipal Retirement System (TMRS) at an employee deposit rate of 7% with a City match of 2:1 and five (5) year vesting. The City also offers additional retirement options through MissionSquare Retirement (formerly ICMA-RC). Relocation assistance may be available.

HOW TO APPLY

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: PACM

Affion Public
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 Pflugerville, TX Municipal Government

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The City of Pflugerville is an Equal Employment Opportunity Employer.