



CITY OF EL PASO

CITY MANAGER



The Community

El Paso is a city on the move! Located in far west Texas and on the border with Mexico, El Paso is known for being a leader in international trade. The City is home to more than 672,000 people making it the 19th largest city in the United States. Together with its sister city, Ciudad Juarez, the area comprises the world's largest international metroplex, with a population of approximately 2.7 million making El Paso a thriving international city that plays a key role in world trade, manufacturing and distribution while serving as a regional center for health care, higher education and the cultural arts.

The City is not only a great place to work but to live as well. El Paso is America's Safest City. The weather with more than 300 days of sunshine a year is perfect for any outdoor lover. The City offers a variety of parks and recreation activities, outdoor music concerts and cultural events. If that's not enough, the City provides the perfect setting for rock climbing, hiking and biking at the Franklin Mountains State Park. El Paso also offers a diverse and rich culture that is clearly a reflection of its history and the great people that have called the City, "home".

El Paso is also home to Fort Bliss, the fastest-growing U.S. Army installation in the United States and a vital part of the City's economy. Other pillars of El Paso's economy include the University of Texas at El Paso and the Medical Center of the Americas, which houses the only four-year medical school located on the U.S./Mexico border.

Fact: The sun shines 302 days per year on average, providing year round hiking, mountain biking, golf and other outdoor sports, and is home to the Sun Bowl, the second oldest bowl game in the country.

Accolades

El Paso is recognized as one of America's Best-Performing Cities and also one of the Happiest Cities to Work. The recognitions don't stop there. The U.S. Environmental Protection Agency honored El Paso with a national award for achievement in smart growth manifested in its comprehensive plan, Plan El Paso. The City of El Paso is a proud recipient of the following accolades:

- #1 Safest US city over 500,000 population for 4 years in a row. (CQ Press, January 2014)
- #3 Top Best City to Raise a Family among the 50 most populous cities in the U.S. (Movoto Real Estate, May 2013)
- #18 America's Best Performing Cities" for growth in jobs, income and high-tech GDP-- among 200 largest metros (Milken Institute, January 2013)
- #4 Best mid-size city for job growth (Forbes, May 2012) Note: Ranked #27th among all cities
- #5 Top U.S. metro area for projected job growth 2010 – 2020 (Bureau of Labor Statistics, employment projections, Feb. 2012)
- #7 Best University – The University of Texas at El Paso (Washington Monthly's 2013 National Universities Rankings)
- #8 Economic Growth Potential, among metro areas, employment less than 450,000 (Business Facilities, August 2012)
- #20 Highest gain in home sales prices in the nation from 4Q 2010 - 4Q 2011 (National Association of Realtors, Feb 2012)
- #1 Housing-market recovery forecasted home price inflation for the coming year (Housing Predictor, September 2011)
- #1 "Can-Do Capital" for livability, sustainability, infrastructure and business opportunity (Newsweek, September 2011)
- #1 Employment recovery 4Q 2008 to 3Q 2011 (Brookings Institute, December 2011)
- #4 Strongest job growth April 2010 – April 2011, among metro areas with average employment between 250,000-750,000 (Business Facilities, August 2011)
- #5 Best city for cost of doing business among top 200 US metro areas (Forbes, August 2011)
- #7 Happiest Cities for workers (CareerBliss through Forbes.com, March 2011)
- #20 Hottest multifamily market for 2010 in terms of new units receiving permits (Multifamily Executive Magazine, March 2011)
- All-America City Award for innovation, inclusiveness, civic engagement and collaboration (National Civic League 2010)
- #1 Income growth for the past 25 years (Portfolio.com, October 2010)
- #3 Metro area in Texas & #29 in U.S. for origination of exports (US DoC, International Trade Administration, 2Q 2010)
- #4 Strongest U.S. Job Market based on % of companies with projected hiring (Bloomberg/BusinessWeek, July 2010)
- #15 Among top 200 US MSA's for 3-year projected job growth (Forbes, April 2010)

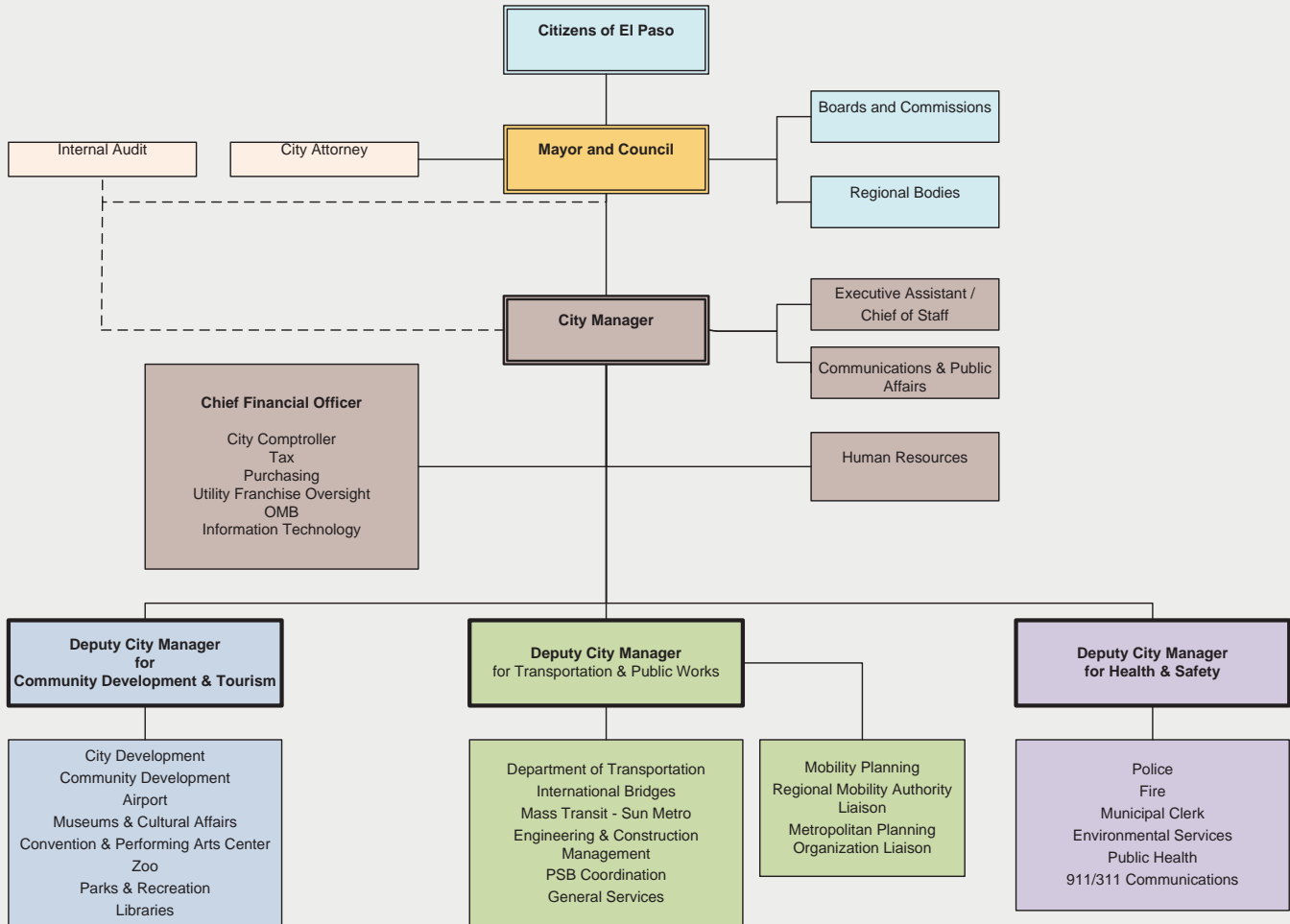


Government

The City of El Paso operates under a council-manager form of government. This system combines the political leadership of elected officials, in the form of nine Council Members, including the Mayor, with the strong managerial experience of an appointed local government manager. All power is concentrated in the elected council, which hires a professionally trained manager to carry out its directives and oversee the delivery of public services.



City of El Paso
Organizational Structure
as of January 2013



The City Manager

The City Manager is the chief administrative officer of the City and is responsible for planning, directing, managing, and reviewing all the administrative activities and operations of the City. The City Manager coordinates programs, services, and activities among City departments and with outside agencies; ensures the financial integrity of the municipal organization; and represents the City's interest to the general public, other agencies, levels of government, and other outside interests. The City Manager provides highly responsible and complex policy advice and administrative support to the Mayor and City Council and exercises direct supervision over management, professional, and clerical staff.

The City Manager shall:

- Take personnel actions regarding employees as authorized under the Charter. The City Manager may authorize department heads to exercise these powers with respect to their subordinates.
- Direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by the Charter or by other applicable law.
- Attend all City Council meetings. The City Manager has the right to take part in discussion but not vote.
- See that all laws, provisions of the Charter and acts of the City Council, subject to enforcement by the City Manager's direction and supervision, are faithfully executed.
- Prepare and submit the annual budget and capital program to the City Council.
- Submit to the City Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year.
- Make such other reports as the City Council may require concerning the operations of City departments, offices and agencies subject to the City Manager's direction and supervision.
- Keep the City Council fully advised as to the financial condition and future needs of the City.
- Make recommendations to the City Council concerning the affairs of the City.
- Provide support to the offices of the Mayor and the Representatives.



Major Duties, Knowledge and Skills

The City Manager:

- Assumes full management responsibility for all City services and activities; formulates, implements, and administers policies and procedures.
- Directs and manages the development and implementation of City goals, objectives, policies, and priorities for each service area; establishes appropriate service and staffing levels; and allocates resources accordingly.
- Monitors and evaluates the efficiency and effectiveness of City service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of changes.
- Plans, directs, and manages the City's annual work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility and reviews and evaluates program goals and objectives.
- Provides highly responsible policy analysis and administrative staff assistance to the Mayor and City Council; and directs specific and comprehensive analyses of a wide range of municipal policies.
- Coordinates municipal services and activities and presents staff reports and other related correspondence.
- Attends City Council meetings and workshops; directs and oversees the preparation of meeting agendas and supporting materials; presents staff recommendations; and responds to questions and direction from the City Council.
- Directs, oversees, and participates in the development and administration of the City's budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; controls expenditures; implements mid-year adjustments; and keeps the City Council fully informed on matters related to the City's financial condition.
- Negotiates contracts and solutions involving a variety of administrative, fiscal, and special projects; and analyzes and prepares recommendations on special requests.
- Selects, trains, motivates, and evaluates all senior management personnel; works with staff to correct performance deficiencies; and implements discipline and termination procedures as necessary.
- Participates on a variety of community boards and committees: attends and participates in professional groups and committees; and stays abreast of new trends and innovations in the field of municipal administration.
- Administers municipal programs and services; plans, organizes, and directs activities which support the goals and objectives of the City; and establishes and implements administrative and operating policies and procedures.

Fact: The oldest public library in Texas is the El Paso Public Library.

Education and Experience

Interested candidates should possess a Bachelor's degree in Public Administration, Business Administration or closely related field; a Master's degree is preferred. Qualified candidates will have a minimum of twelve (12) years of increasingly responsible managerial and administrative experience in a municipal government, including five (5) years of senior executive level management experience in a large organization. An equivalent combination of education and experience will be considered. Prior experience working as a City Manager, Assistant City Manager, or an equivalent role is desired.



The Ideal Candidate

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 ideal candidate will be fiscally conservative with a strong background in finance; a demonstrated understanding of the budgetary process and implementation of bond programs will be imperative. In addition, the ideal candidate should possess a record of accomplishment and success in economic development. Experience serving a culture similar to El Paso to include a diverse population, military/defense, and health sciences will be beneficial.

The City of El Paso strives to be a high performance, customer-focused organization that is "Dedicated to Outstanding Customer Service for a Better Community". This individual must be a forward thinking, visible leader with a genuine interest in actively participating in the community. The ideal candidate must exhibit strong coordination and relationship-building skills in working with the entire organization and set a positive example of competence, professionalism, customer service and work ethic to the organization and community.

The ideal candidate will be a professional leader who inspires the staff to achieve excellence. Effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful; advanced written and oral communication skills are imperative.

This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency.

Salary

The City of El Paso 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.

Fact: Snow skiing, snowboarding and sledding is available during the winter months in Ruidoso, New Mexico, less than 3 hours from El Paso.



How to Apply:

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: ELPASO

Affion Public
2120 Market Street, Suite 100
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www.affionpublic.com



Delivering Leaders.

Fact: In November 2012, El Pasoans overwhelmingly passed a nearly half-billion dollar bond issue, for a Children's Museum, Hispanic Cultural Center, Multi-Purpose Arena and a Touch City 3D Digital Wall outside of the Museum of History, a high-tech learning tool that only one other city in the world has.

