

City of Marshall, TX

City Manager



THE CITY OF
MARSHALL
★ ★ ★ TEXAS ★ ★ ★

401 S. Alamo
Marshall, TX 75670



The Community

Marshall, Texas, a historic city of 24,751, is nestled in the scenic piney woods of East Texas. Marshall is part of a larger metropolitan area of Longview, Texas, and Shreveport, Louisiana, and is located 150 miles east of Dallas, on Interstate 20.

Marshall was a political and production center of the Confederacy during the Civil War and was a major railroad center of the T&P Railroad from the late 19th century until the mid-20th century. The city's large African American population and the presence of black institutions of higher learning made Marshall a center of the civil rights movement in the American South.

Marshall is a major cultural and education center in East Texas and the tri-state area, with Marshall Independent School District and its 11 campuses and four world-renowned institutions of higher learning located in the city to include East Texas Baptist University, Wiley College, Texas State Technical College, and Panola College.

Marshall is in the center of a recreational and tourist region, with several nearby parks, golfing and Caddo Lake. In addition, Marshall is known for holding one of the largest light festivals in the United States, the Wonderland of Lights, during the Christmas season in addition to several other annual events and festivals such as the Fire Ant Festival and Stagecoach Day. Marshall boasts a vibrant downtown, dining, shopping and arts and entertainment to include art galleries, historic museums, wineries, and casinos.

Marshall is referred to by various nicknames; the *Cultural Capital of East Texas*, the *Gateway of Texas*, the *Athens of Texas*, the *City of Seven Flags* and *Center Stage*, a branding slogan adopted by the Marshall Convention and Visitors Bureau, and "the Birthplace of Boogie Woogie."

The City of Marshall is proud to be a Main Street City and a recent finalist for the 2014 All America City Award.

City Government

The municipal government of the City of Marshall is known as a council-manager type of government. All powers of the City rest in an elected Commission, which enacts local legislation, adopts budgets, determines policies, appoints the City Secretary, City Attorney, and Judge of the Municipal Court. The Commission also appoints the City Manager, who executes the laws and administers the government of the City.

The Position

Under policy guidance and general direction from the City Commission, the City Manager provides direction and management for the administration and operation of each department within the City of Marshall.

The City Manager is appointed by the Marshall City Commission. The City Manager is the administrative head of the City and is responsible for the efficient administration of the City. The City Manager carries out the policies and directives of the City Commission. The City Manager ensures that City ordinances, resolutions and regulations are enforced. The City Manager oversees the delivery of services and supervises all departments. The City Manager recommends measures and actions to the City Commission necessary for the operation of the City and delivery of services. The City Manager is the budget officer for the City.

Duties and Functions

- Provides professional advice to the City Commission and department heads; makes presentations to Commission, boards, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public; establishes priorities and directs the allocation of City resources;
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed;
- Prepares and submits a preliminary annual City budget; administers the adopted budget of the City;
- Advises the City Commission of financial conditions and current and future City needs;
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time;
- Prepares and interprets a variety of studies, reports and related information for decision-making purposes;
- In accordance with the City Charter, appoints and removes all department heads, officers, and employees of the City, except members of the City Commission, City Attorney, City Secretary and Municipal Court Judge.
- Meets with City Commission members and the Mayor to review and discuss projects, programs, and related matters impacting city government;
- Attends all meetings of the Commission.
- Recommends for adoption by the Commission such measures as manager may deem necessary or expedient;
- Prepares and submits to the Commission such reports as may be required or as manager may deem advisable to submit;
- May serve as the head of one or more departments of city government.

Knowledge, Skills and Abilities

- Must be able to plan, organize, and manage the activities of the City under the policy guidance and direction of the City Commission;
- Must have considerable knowledge of modern principles and practices of public administration;
- Knowledge of organization and functions of City government and current trends and recent developments in management;
- Knowledge of laws and regulations regarding City management, City contracts for public services, budget, finance, public personnel administration, public safety, community development, and revitalization programs;
- Manage and provide organizational leadership; develop and implement effective organizational policies and procedures;
- Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to completion;
- Must have effective presentation skills and ability to communicate effectively, both orally and in writing;
- Ability to establish and maintain effective working relationships with employees, City officials, community organizations, cultural/ethnic groups and the general public.

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 Commission in carrying out city-wide initiatives and setting the tone and vision for the employees of the city and the community. The Commission 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 fiscally conservative with a strong background in finance; a demonstrated understanding of the budgetary process will be imperative. Prior experience with revitalization, streets and infrastructure projects will be beneficial.

Experience serving a diverse culture similar to Marshall will be beneficial. This individual must be a 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. This individual should have experience in strategic planning and organizational development. 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.

Experience and Education

Interested candidates should possess a Bachelor's Degree from an accredited four-year college or university in Government, Public Administration, Business, or a related field. A Master's Degree is preferred.

Qualified candidates should possess at least 5 years of progressive supervisory and administrative experience within a government agency, preferably a municipal environment. Qualified candidates must be bondable and have a valid Texas Driver's License or ability to obtain one. Previous experience in a City Manager or Assistant City Manager role is preferred.

Salary

The City of Marshall is offering a competitive salary commensurate with experience and a comprehensive benefits package. Residency within the City of Marshall is required; relocation assistance will also be available for the successful out of area candidate.

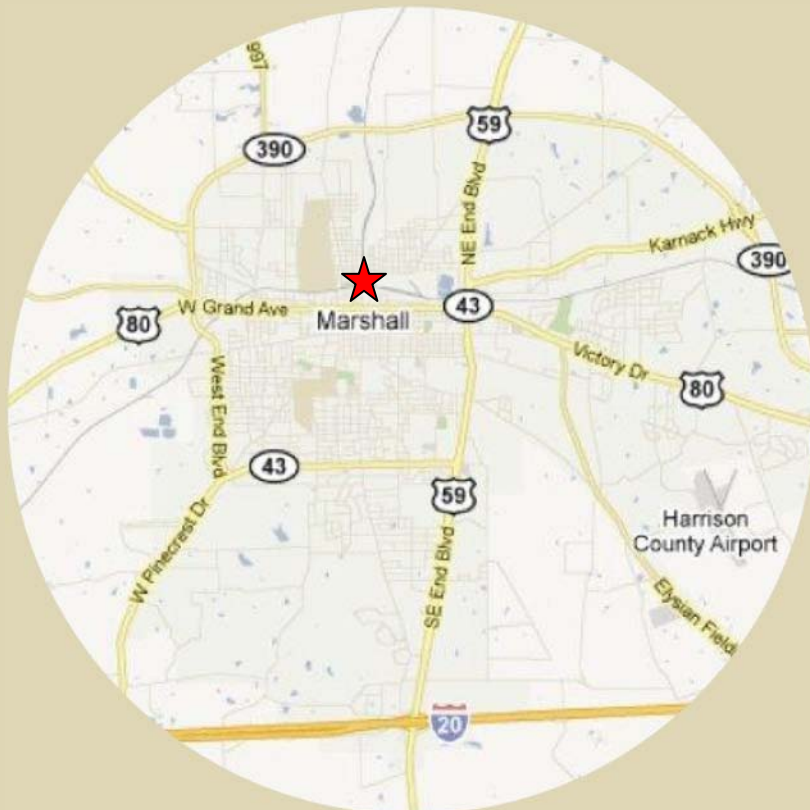
How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: MARSHALL

Affion Public
2120 Market Street
Camp Hill, PA 17011
888.321.4922
Fax: 717-214-8004
www.affionpublic.com



Delivering Leaders.