

City of McKinney, TX

Assistant City Manager

The nation continues to recognize McKinney as a stand-out community with some of the most recent accolades including the October 2014 issue of Money Magazine ranking McKinney #1 on their list of the Best Places to Live in the country. Factors considered included employment, schools, crime and safety, as well as overall quality of life aspects including a feeling of community pride. According to the listing, McKinney's historic downtown and hometown spirit set the city apart from the rest of suburban America. This adds to the accolades already received from Forbes, Best Life Magazine, CNNMoney, Texas Highways Magazine and many more.





The Community

Established in 1848, McKinney, Texas is located 30 miles north of downtown Dallas. It serves as the county seat of Collin County and is situated in the midst of the growth out of Dallas and its northern suburbs. The City of McKinney has established a reputation in the DFW metroplex for being at the forefront of development and quality of life.

McKinney has experienced a steady population growth in the last three decades. In 2007, the Census Bureau announced that among cities with populations over 100,000, McKinney was the fastest growing city in the nation. McKinney's population reached more than 130,000 by the beginning of 2011, a 95% increase in the previous ten years, and now stands at more than 149,000 in 2014. Economic development is a central component to our city's strategic plan. Companies in McKinney range from Global Fortune 500 corporations to home-grown, local startups. City efforts have a focus on attracting, retaining and expanding businesses that add vitality to the local economy.

The Gateway development, a 90-acre site owned by the city, is a key entryway to our community. Collin College was the first occupant at Gateway and recently, Emerson Process Management built its headquarters and research and development facility at the site. The four-story 187-room Sheraton McKinney Hotel and Conference Center is scheduled to open in early 2015. In addition, McKinney is home to the headquarters for Hisun Motors Corporation U.S.A., Raytheon SAS business, Emerson Process Management, Encore Wire, radio-controlled car maker Traxxas and the international Wistron GreenTech. McKinney is home to McKinney National Airport, the premier general aviation airport in North Texas.

The City of McKinney Unique by Nature brand has come to define the city's image for residents, businesses and visitors. The brand speaks to McKinney's natural assets: our rolling hills, parks, streams and lakes. It refers to our inherent uniqueness: our historic downtown, our cultural diversity, our quality of life, our business-friendly environment and the dynamic growth we've seen over the past decade. It represents the spirit of our community – the charming neighborhoods, friendly residents, downtown festivals, a sense of history and the prudent but forward-thinking attitudes of our leadership and the community's willingness to work together to make McKinney a great place to be. Our community's employees embody the spirit of this brand in their service-minded approach.

McKinney has a unique, rich and diverse spirit in part because of the history that shaped it. Over the years, city leadership's vision in preserving our history has intentionally crafted a growing community that represents its past while offering a vibrant present and a very promising future.

Government

The City of McKinney operates under a Home-Rule charter providing for the Council-Manager form of government. The city is governed by a City Council composed of the Mayor and six Council Members. The Mayor and two members of the City Council are elected at large and the other four members are elected from single-member districts. All are elected on a nonpartisan basis for staggered, four-year terms with a two term limit. The City Council, as the policy maker, appoints a City Manager to manage the city's day-to-day operations. The City Manager appoints and removes all officers and employees of the city with the exception of the Municipal Court Judges, who is appointed by the City Council. The City Council also appoints a contract City Attorney firm.

The City of McKinney, with nearly 1,000 employees, prides itself on being a fiscally sound, service-oriented city government serving more than 149,000 residents and growing. We provide a broad spectrum of programs and critical services including police, fire, emergency ambulance service, library, parks, recreation, water, sewer, refuse and recycling collection and disposal, golf, traffic engineering, street maintenance, community development (planning and zoning) and public improvements.

The Position

The Assistant City Manager is a key position within the City of McKinney and it is essential for the successful candidate to work closely with the Citizens, Mayor, City Council, City Boards, Department Directors, Managers, Supervisors and other City Staff to accomplish the goals that have been envisioned for the City. The Assistant City Manager reports to the City Manager.

Under general direction of the City Manager, the Assistant City Manager is responsible for administration of their assigned areas of responsibility and all City administration as assigned in the absence of the City Manager. This position will provide administrative guidance to assigned departments, assist with budget development and administration, monitor internal controls and coordination of City programs and assist in the development and presentation of long and short term strategic plans to meet organizational and developmental needs of the City. The Assistant City Manager will respond to City Council on a regular basis regarding City issues and programs. This position is responsible for oversight and administrative guidance of the following departments: Municipal Court, Development Services, Parks Recreation and Open Space, Main Street/MPAC, and Housing and Community Development.

Education and Experience

Interested candidates will have a Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Business Administration or closely-related field and at least seven years experience progressively responsible leadership roles that includes significant work in local government. A Master's degree is preferred; an equivalent combination of education, training and experience may be considered.

Duties and Functions

- Direct and manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area; oversee the development and implementation of policies and plans related to departmental services and operations.
- Assist with the development of long and short-range plans through solicited input from City Council, community organizations, citizens, department heads and officials.
- Promote City programs, activities, services, and business opportunities in order to increase economic development opportunities.
- Accountable for overseeing the preparation of annual department budget projections and maintaining the budget in a fiscally responsible manner.
- Interpret and administer City Ordinances; implement City and Council policies.
- Attend, participate, and conduct high level internal and external meetings; represent the City with outside agencies; and, represent the City on various boards as assigned.
- Interact with City Council Members on a regular basis regarding City issues, programs, and special projects.
- Respond to and resolve a wide range of citizen inquires and concerns; negotiate and resolve controversial issues; respond to City Manager, City Council, and city management team in a timely manner.
- Supervise professional, technical and clerical personnel; supervisory duties include: instructing, assigning, reviewing and planning work of others, monitoring standards, coordinating activities, providing timely, accurate and thorough performance evaluations for supervised employees, allocating personnel, and recommending employee transfers, promotions, discipline up to and including termination of employment, and salary increases as appropriate.
- Develop, oversee, and implement new and innovative programs and services that emphasize creative problem solving; solicit employee participation to continuously improve the organization.
- Represent the City Manager as needed and serve as acting City Manager as assigned.

Knowledge, Skills and Abilities

- Ability to lead a team; contribute as a team member and treat co-workers, subordinates and others with respect.
- Build professional relationships with internal staff, external vendors and consultants, Council and customers.
- Ability to listen and respond appropriately to a diverse range of issues and opinions from a variety of audiences.
- Knowledge of budget projection, development, management and justification practices and procedures.
- Skill in networking with internal/external administrative officials at the federal, state, and local levels as well as private and public foundations.
- Possess strong negotiation skills and the ability to make firm recommendations and decisions based on professional judgment, employee input, and experience without retreating under political or public pressure.
- Skill in planning, developing and implementing City policies, procedures and objectives.

Ideal Candidate

The ideal candidate must have good financial management skills and sense of fiscal discipline with the ability to develop more efficient ways of delivering City services. Knowledge of public administration principles, fiscal planning and budget preparation will be necessary for this position. This candidate should have a genuine interest in improving the community.

The ideal candidate must possess the capacity and interest to be an effective mentor and leader for staff; demonstrated track record of setting a positive example of competence, professionalism, trust, energy and work ethic and promoting good organizational health and morale.

This person should be a flexible leader with the ability to delegate authority and responsibility while maintaining appropriate levels of operational control. Effective communication and responsiveness will be necessary for this individual to be successful; advanced written and verbal communication skills are imperative.

Salary

The City of McKinney is offering a highly competitive starting salary (negotiable based on candidate experience and qualifications) and a comprehensive benefits package to its employees and their families, which includes Medical, Dental, Vision, Life & Disability coverage, EAP, and retirement benefits.

The City has also implemented several programs to help employees better manage their health and the cost of care. A complete benefits overview may be provided upon request.

How to Apply

Applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: MCACM

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