



ASSISTANT CITY MANAGER

CITY OF HUTTO, TEXAS



GROWING A QUALITY COMMUNITY



THE COMMUNITY

Hutto, Texas, is ideally situated along the SH-130 corridor, just 30 minutes from downtown Austin, in Williamson County. Located only 10 miles from Round Rock's high-tech manufacturing and assembly center, Hutto is a vibrant business hub that boasts great connectivity and convenient access to the amenities of a large metropolitan area, with a friendly, small-town ambiance.

While the population in 2000 was just 1,250, over 29,000 people now call the growing community home. It is not only one of Austin's fastest growing suburbs, it is also one of the fastest growing cities in the nation, and it's easy to see why—the people make the difference. People choose Hutto for the active neighborhoods, a strong sense of community, for the dedicated teachers and administrators at the high-performing Hutto Independent School District, and the ability to enjoy small town living while still being a short drive from the heart of the Texas State Capitol.

Hutto's astronomical level of growth is expected to continue, with its population projected to reach 45,000 by the year 2040. Residents enjoy a high quality of life in a friendly, welcoming atmosphere, and, although the City has grown very quickly, neighbors know one another and are actively engaged in the community. Nearly 85% of the community rated Hutto as either "Excellent" or "Good" for the overall quality of life in a recent citizen survey.

Hutto has received several honors, including being named one of the "Top 100 Places in Major Markets to Locate Your Business" by Southern Business and Development magazine. The City was recently recognized as the "Top Place in Texas to Raise a Family," the "#1 Local City (in the

Austin area) For Young Couples," "One of the Top100 Places in Major Markets to Locate a Business," and is consistently ranked one of the fastest growing and safest cities in the country.

Hutto offers a wide array of unmatched community, recreational, and cultural amenities. The City of Hutto has several parks and walking trails where families can relax and enjoy a day outdoors. The Golf Club at Star Ranch features a 15,000 square foot clubhouse, pro shop, and tournament pavilion. Just five minutes from the heart of Hutto is the Dell Diamond, home stadium of the Round Rock Express, the AAA minor league baseball affiliate of the Texas Rangers major league baseball team. A variety of local businesses, shops, restaurants, and other attractions are located in historic Downtown Hutto, providing a unique shopping experience for residents and visitors from throughout the region. The district is listed on the National Register of Historic Places and is characterized by charming structures dating back to the 1800s.

Hutto ISD offers quality education to more than 6,600 students across 10 campuses, and enrollment continues to grow by nearly 300 students each year. This innovative school district provides a wide range of educational opportunities, including Early College and a Career and Technical education program.

THE COMMUNITY

CONTINUED

Hutto students also enjoy being part of the award-winning art, band, music, and athletic programs, as well as a nationally recognized Family Career and Community Leaders of America (FCCLA) program. The district recently became the first school district in the area to offer a full-day Head Start program. Each of the six elementary schools, two middle schools, and Hutto High School are all rated either “Recognized” or “Exemplary,” and the high school mascot, the Hippo, is proudly displayed throughout town.

One of Hutto’s greatest assets is the East Williamson County Higher Education Center. This innovative multi-institutional teaching center is located on 57 acres adjacent to SH-130. It houses the Texas State Technical College, Temple College, and Texas A&M University - Central Texas, bringing a distinct blend of academic and technical training opportunities to the region. Additional higher education opportunities within easy commuting distance include the University of Texas at Austin, the University of Mary Hardin-Baylor, Southwestern University, St. Edwards University, and Austin Community College.

Hutto has a median home value of \$167,622 and a median household income of \$76,279. The City’s ad valorem tax rate is \$ 0.520443 per \$100 of valuation.

VISION:

The vision of the City of Hutto is to provide exemplary public service and to passionately pursue quality comprehensive planning, economic diversity, and a self-sustaining environment that will enrich our current quality of life, embrace Hutto’s unique heritage, improve the beauty of our City, and maintain a place where future generations will want to raise their families.



GOVERNANCE AND ORGANIZATION

Hutto is a home rule city operating under the council-manager form of government. The City Council consists of the Mayor and six Council members, elected at-large, and serving three-year terms with no term limits. The Council hires a professional City Manager to oversee the City’s day-to-day operations. City Manager Odis Jones has more than 20 years’ experience in local government and economic development in urban and suburban communities. He has been with the City of Hutto since December 2016.

While the rapid growth continually pressures access to resources in the short-term, Hutto has been fiscally prudent and consistently maintains a general fund balance in excess of 25% of operations. Hutto’s AA- bond rating verifies the financial and fiscal sustainability of the organization. For FY2016/17, estimated revenues for all funds is approximately \$26.3 million, and estimated expenditures for all funds is approximately \$32.4 million. There are currently around 100 full-time employees.

ABOUT THE POSITION

Under the direction of the City Manager, the Assistant City Manager serves on the City's executive team and provides administrative guidance and oversight for various departments.

Essential duties include:

- ▶ Managing departments of the City as assigned.
- ▶ Providing administrative support to City departments.
- ▶ Management of special projects.
- ▶ Assisting in economic development and revitalization of downtown.
- ▶ Assisting with public outreach initiatives to communicate the goals and accomplishments of the Hutto City Council and to solicit public input.
- ▶ Maintaining a positive relationship with representatives from area municipalities and Williamson County, as well as community organizations.
- ▶ Assisting in planning, coordinating, and directing work relating to the preparation of the City Manager's budget.



IDEAL CANDIDATE

The City of Hutto seeks an experienced and collaborative local government professional with outstanding leadership and personnel management skills to effectively and efficiently guide this team-oriented organization. The ideal candidate will have a strong commitment to public service and the skills to develop harmonious working relationships and constructive community partnerships.

With a keen understanding of the infrastructure development process, the new Assistant City Manager will lead Hutto through continued growth and future development. The successful candidate will understand the impacts of significant growth on the organization and community and will work diligently to alleviate associated growing pains. The Assistant City Manager will help enhance the entire organization through an unparalleled work ethic, development of comprehensive policies and operations, and effective use of staff and resources to complete City projects efficiently and in a timely manner.

The selected candidate will be a strong, self-assured leader with a proven track record of effective staff management. The next Assistant City Manager will foster a culture of accountability and maintain high morale throughout the organization.



THE IDEAL CANDIDATE CONTINUED

The Assistant City Manager must be able to delegate with authority and clarity, empower and encourage staff to reach their full potential, and set clear performance expectations in order to successfully meet the City's goals and objectives while making the best use of its resources.

The chosen candidate must be proactive in establishing collaborative, productive relationships, uniting departments and employees with a shared sense of purpose. The Assistant City Manager will set high-performance standards and will ensure employee engagement through mentoring and coaching. The successful candidate must possess exceptional interpersonal and communication skills, with the ability to clearly convey information to all levels within the organization, the community, and other governmental agencies.

A strong political acumen and experience working with elected officials will be essential. The candidate should be politically astute, while always remaining politically neutral and capable of using sound judgment and building consensus. A natural leader who is respectful, tactful, and approachable, and capable of working well with internal and external stakeholders, will be successful.

EDUCATION AND EXPERIENCE

The selected candidate must hold a bachelor's degree in public administration, business administration, political science, or a related field and must have seven or more years of progressively responsible experience in a municipal environment, with two or more years at the executive level. A master's degree in public administration or business administration is preferred.

COMPENSATION AND BENEFITS

The City of Hutto offers a competitive salary commensurate with qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS) at the seven percent employee deposit rate with a municipal matching ratio of 2:1 and offers a full range of insurance, leave, and other benefits.





APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGRCurrentSearches>

For more information on this position contact:

Ron Holifield, CEO

Strategic Government Resources
Ron@GovernmentResource.com
214-676-1691



This position is open until filled. To view the status of this position, please visit:
<http://bit.ly/SGRCurrentSearches>

The City of Hutto is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

City of Hutto
www.huttotx.gov

Hutto Chamber of Commerce
www.huttochamber.com

Hutto Economic Development Corporation
www.huttoedc.com

Hutto Convention & Visitor's Bureau
www.visithutto.com

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