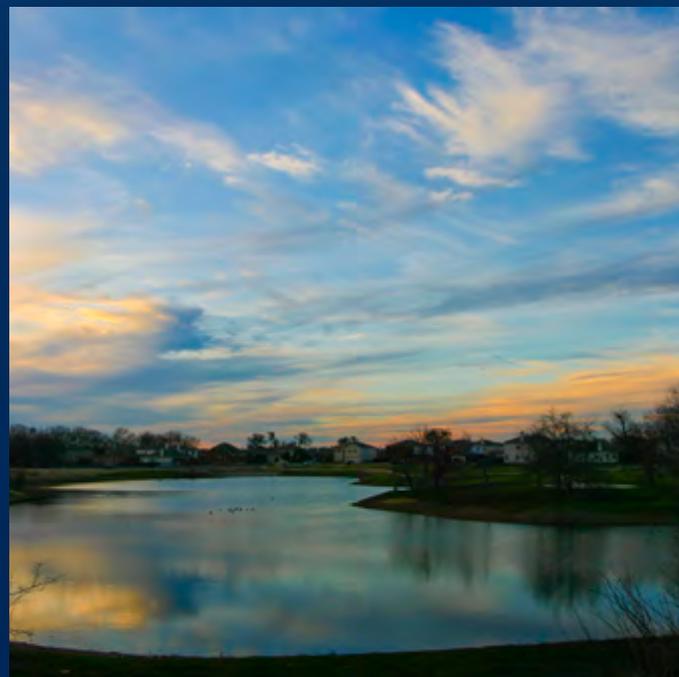




ASSISTANT
to the
TOWN
MANAGER



Little Elm Assistant to the Town Manager



The Town of Little Elm, Texas, is recruiting an Assistant to the Town Manager using SGR Recruiter®

The [Town of Little Elm, Texas](#), and [Town Manager Matt Mueller](#) are known for being on the leading edge of innovation in local government. The Town is partnering with SGR to recruit an Assistant to the Town Manager using [SGRecruiter®](#).

This revolutionary new platform will transform how local governments find exceptional prospects while allowing professionals, who may or may not be actively seeking a job, to always stay open to that perfect opportunity without disclosing their identity until they are ready to apply. *Think Match.com, but for local government employment.*

The Opportunity

The Assistant to the Town Manager is responsible for the management of the Town of Little Elm's strategic planning process, implementation and management of the Town's performance measurement process, and the oversight of various special projects and operational functions.

The position reports to the Town Manager and serves on the Town's executive team.

The individual in the position will be a key player in ensuring that goals and objectives are accomplished, performance is managed, and innovative programs are identified and implemented.

Personal Traits

The candidate must be highly motivated and strive for success by demonstrating Little Elm's culture of Servant Leadership and the Core Values of Integrity, Customer Service, Efficiency, and Innovation. These values are the foundation of the organization.

In addition to embodying the Town's values, the ideal candidate must be participative and flexible, and have an open communication style with the ability to work with employees at all levels of the organization. The ideal candidate must be a person who communicates effectively, both in writing and orally, and who can communicate in a public forum as well as with people of all backgrounds.

The Community

Little Elm is an exciting community in the North Dallas Area. Growing from a town of around 2,000 in 2000, to nearly 40,000 today, Little Elm is one of the fastest growing cities in the United States.

The Town of Little Elm is located on the eastern shores of Lewisville Lake in Denton County. Dallas is located 30 miles to the south and Fort Worth is located 30 miles to the southwest. Major highway service to Little Elm includes US 380, FM 720, and FM 423.

The Town of Little Elm resides on several peninsulas of Lewisville Lake, a 23,280-acre reservoir operated by the U.S. Army Corps of Engineers. Little Elm's unique water vistas and miles of shoreline provide wonderful recreational opportunities for relaxation, water sports, fishing, camping, and swimming venues. The Town's pride in the lake amenities and its ability to retain small-town charm gives the community its nickname, The Town with Lake Attitude.

The median household income is \$91,774 and the average home value is \$260,570.

The Organization

The Town of Little Elm is a home rule town with a Council-Manager form of government. The Little Elm Town Council consists of seven council members, including the mayor, four district positions, and two at-large positions. Each council member serves a three-year, staggered term.

The Town Council appoints a professional Town Manager, who is responsible for the day-to-day operation of all Town departments. The Town Manager supervises the Town Manager's office and all department heads. The Town Council appoints the Town Secretary, Town Attorney, and Municipal Court Judge.

The Little Elm Community Development Corporation and Little Elm Economic Development Corporation operate as separate entities with close ties to the Town. The Town participates in 4A and 4B Sales Tax Corporations.

The Town of Little Elm has 280 employees and an annual operating budget of \$46 Million.



Little Elm Assistant to the Town Manager



Using SGRewriter®

The premise is simple: For this position and any others, prospects are maintained anonymously in a candidate pool that local governments can search for free. Personal information, including name and current employer, is masked so your identity remains confidential.

You create a very simple resume-type profile, answer a few questions about your career goals and select the geographic areas in which you are available to work. The local government fills out a similar job opportunity profile. Then the system matches prospects with backgrounds aligned with what the local government is searching for using highly sophisticated algorithms to provide a list of those anonymous profiles that match the job description. The hiring manager can then review those profiles and choose who to reach out to.

The entire process is anonymous, including the communication with hiring managers. If after communicating with the hiring manager you are interested in the job, you can choose to unmask your profile so the employer can learn more about you and set up an interview. If you are not interested in the position, you simply decline the outreach and don't engage in further discussion regarding that particular opportunity.



The organization emphasizes the values of integrity, customer service, innovation, and efficiency, and it is the expectation that every employee represent these values in their service to the community.

Ideal Candidate

This position is a great opportunity for an individual interested in the City/Town Management profession. The ideal candidate will be a self-starter who can manage processes, programs, and projects with little supervision and be able to identify innovative solutions to make the Town of Little Elm more efficient.

Municipal experience is required and experience working in a City/Town Manager's office in the capacity as an intern, leadership fellow, or management analyst is preferred.

A bachelor's degree in public administration, political science, or related field is required with a master's degree in public administration or a related field preferred.

Compensation

The salary for this position is expected to be in the mid \$60,000 to low \$70,000 range commensurate with experience and qualifications. A business cell phone is provided, as well as an attractive benefits package.

To register as a prospect for the Town of Little Elm Assistant to the Town Manager and other positions, visit [SGRewriter®](https://www.sgrewriter.com).

For more information contact:

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Strategic Government Resources

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The Town of Little Elm 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.