



The City of Waco, Texas // Assistant City Manager Position Profile

The Community

Brimming with Texas history, economic opportunities, and cultural experiences, Waco, Texas, is ideally situated along the I-35 corridor, 90 miles south of Dallas and 100 miles north of Austin. This progressive and diverse city offers major attractions, museums, recreation, and abundant shopping to more than 130,000 residents. Waco is the 25th largest city in Texas and the county seat of McLennan County.

Waco is commonly referred to as “one of Texas’ best-kept secrets” and enjoys a vibrant community spirit in a centrally located and easily accessible region. The Huaco Indians settled on the banks of the Brazos River in the late 1700s and Waco was founded in 1849. The peaceful tribe believed the spring-fed waters held the magical protection of the Indian Spirit. Historically, the City has been a trade and agricultural center for the Central Texas region. The iconic Waco Suspension Bridge is a timeless symbol of Waco’s role in the historic cattle drives that helped shape the frontier Texas economy.

The City continues to prosper economically due to a tradition of progressive water resource planning and a qualified technical and professional workforce. Its location between the three largest cities in the state creates a prime location as a distribution center. Waco is fortunate in that the community’s prosperity is not tied to the fluctuations of the oil and gas industry nor was the City plagued by the real estate crisis of the 1980s. Waco’s main economic base is derived primarily from manufacturing, educational services, and tourism. The City is proud to have recently received a Tourist Designation. Additionally, the City is a thriving medical community with two major hospitals, over 300 physicians, and 72 dentists. A recent report ranked Waco as the number four area in Texas for economic growth within the next several years.

From local art and theater in the City’s downtown cultural arts district to annual events, including the Brazos Nights concert series and seasonal and holiday activities, there is always something to see and do in Waco. The City boasts the 416-acre Cameron Park, featuring award-winning Cameron Park Zoo, Waco Mammoth National Monument, Waco Symphony Orchestra, and Waco Hippodrome Theatre. The brainchild of HGTV hosts Chip and Joanna Gaines, the Magnolia Market at the Silos, covers two-and-a-half acres and offers unique shopping and dining options for the whole family.

Outdoor enthusiasts enjoy access to 60 parks and abundant areas for biking, hiking,



CITY OF WACO



Assistant City Manager

The Community, continued

and rock climbing. A haven for nature lovers, the Lake Waco Wetlands was created when Lake Waco was raised by seven feet to create an additional 20,000 feet of water to serve the community. The addition of the project's Research and Education Center has resulted in an important living laboratory for research, education, and recreation. History buffs from all over enjoy The Texas Ranger Hall of Fame and Museum, the official State museum of the legendary Texas Rangers law enforcement agency, known worldwide for its collection of firearms, badges, memorabilia, and research library and archives.

Educational needs in the Waco area are served by Waco ISD, Midway ISD, China Spring ISD, LaVega ISD, and Bosqueville ISD. Those interested in pursuing higher education have many opportunities within the Waco city limits, including the nationally ranked Baylor University, McLennan Community College with the University Center, and Texas State Technical College-Waco. Additionally, the highly ranked University of Texas-Austin and Texas A&M University-College Station are a short commute away.

The average household income in Waco is \$46,264, and the average home price is \$161,749.

Governance & Organization

Waco is a home rule city with a council-manager form of government. The City Council is comprised of a Mayor, elected at-large, and five City Council members representing single-member districts, all serving two-year terms. The City Council sets the tax rate, approves the budget, appoints members to City boards and commissions, enacts City ordinances, and appoints the City Manager, City Attorney, City Secretary, and Municipal Court Judge.

The City Council, City Manager, and staff conceptualize and prioritize strategic planning for Waco's growth. A consistent priority of the organization is the efficient delivery of quality services to citizens and visitors, and one of its top goals is upgrading the City's aging infrastructure as Waco continues to grow. The City provides a full range of municipal services including Airport, Animal Services, Budget, Building Inspection, Code Enforcement, Convention and Visitors Bureau, Disaster Management, Housing and Economic Development, Finance, Fire, Health, Human Resources, Information Technology, Library, Municipal Court, Parks and Recreation, Planning, Police, Public Works, Transit, Utilities, and Zoo Operations. The new Assistant City Manager will be responsible for leading the Waco Regional Airport, the Convention & Visitors Bureau, Planning, Inspection & Code Enforcement, Animal Shelter and Animal Control, and Housing & Economic Development.

The City has a strong Financial Management Policy that guides the operation and delivery of quality City services, contributes to excellent AA+ and Aa1 bond ratings, and maintains an 18% unassigned fund balance reserve. The City of Waco has more than 1,594 employees and an FY 16-17 General Fund revenue budget and utilization of fund balance of \$125,346,513. The property tax rate is \$0.776232 per \$100 of valuation.





Assistant City Manager

Leadership & Innovation

With a keen understanding of the infrastructure development process, the next Assistant City Manager will be capable of leading Waco through the rapid growth period the City continues to experience. Leading with confidence, the chosen individual will understand the impacts of significant growth on an organization and work to alleviate associated growing pains. This will require the Assistant City Manager to be a strong communicator, possess advanced interpersonal skills, and be an excellent listener.

The chosen candidate will guide and manage employees by working as a team player to tackle projects with enthusiasm and collaboration. Understanding and nurturing the culture of Waco and specifically the City organization will be critical as the Assistant City Manager leads and makes strategic decisions. A leader who is respectful, tactful, and politically savvy while remaining politically neutral, and who can work well with all internal and external stakeholders, will be successful. With a proactive spirit, the next Assistant City Manager should be able to engage in the organization quickly and immediately begin implementing a strategic and innovative vision aligned with the City's goals.

It will be important for the Assistant City Manager to have a working knowledge of HUD and its programs and economic development tools to include TIF and PID. Experience with downtown redevelopment and a thorough understanding of city infrastructure development processes will be essential.

Ideal Candidate

To perform the job successfully, the next Waco Assistant City Manager should be analytical and have highly developed problem solving, project management, technical, and interpersonal skills. It will also be important that the next Assistant City Manager be open minded, accept feedback from others, and inspire and motivate through example. The selected candidate will be firm but flexible and able to easily adapt as circumstances change.

The Assistant City Manager provides support, information, and recommendations to the City Manager. The ideal candidate must have skills in a broad range of areas involving municipal government administration. The ideal candidate should understand internal and external city functions, be creative in identifying new funding sources, and have proven experience working with a diverse team of professionals. It will be imperative for the Assistant City Manager to learn Waco's history to better understand why and how the City makes decisions.

Passionate about public service, the ideal candidate will maintain a working knowledge of all principles and techniques of public administration. Skills in management, confident decision-making, diplomatic public relations, and dedicated relationship forging will serve the ideal candidate well. The next Assistant City Manager should possess excellent processing skills and demonstrate an understanding of technical reports and journals. Those skills, along with excellent presentation skills, will be essential in developing and presenting budget information.





Assistant City Manager

Ideal Candidate, continued

The City seeks a creative and energetic leader who can motivate staff to reach their highest potential and who will foster a culture of accountability throughout the organization. The new Assistant City Manager will be a person who will enhance the entire organization through a productive and unparalleled work ethic, development of comprehensive policies and operations, and effective use of staff and resources to complete City projects efficiently. A candidate who will both appreciate and nurture the City's unique culture and perform well in a relaxed, fun environment will be successful.

Education & Experience

The successful candidate must have a bachelor's degree in public administration, business administration, or a related field from an accredited college or university. A minimum of six years of progressively responsible supervisory and management experience in municipal government administration is required, and five years of experience as an Assistant City Manager in a community of similar size or as a City Manager of a small city or town is preferred.

Compensation & Benefits

The City of Waco offers a competitive salary commensurate with qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS) at a 7% employee deposit rate with a municipal matching ratio of 2:1 and five-year vesting. A full range of leave and benefits and a City-issued cell phone will be provided.

Application Process

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

For more information on this position contact:

Molly Deckert, Senior Vice President
Strategic Government Resources
MollyDeckert@GovernmentResource.com
816-804-2818

To view the status of this position, please visit: <http://bit.ly/SGRCurrentSearches>.

The City of Waco 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, including a credit report.

Resources

City of Waco
www.waco-texas.com

