



**ASSISTANT CITY MANAGER**

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**GENERAL SERVICES**

EXECUTIVE SEARCH PROVIDED BY STRATEGIC GOVERNMENT RESOURCES

AS UNIQUE  
AS OUR NAME



## THE COMMUNITY

A treasure nestled in the magnificent setting of the Texas Hill Country, Boerne (pronounced “Bernie”) is only minutes north of San Antonio, via Interstate 10. Boerne is home to 16,076 and covers just over 12.2 square miles in Kendall County, currently the nation’s seventh fastest growing county. Boerne, which is the county seat of Kendall County, is a charming, family-friendly community with a rich cultural history and thriving local economy. Residents of Boerne enjoy great connectivity, abundant cultural and entertainment amenities, and stellar schools, all within a welcoming, small-town ambiance.

Founded in 1852 by German settlers and incorporated in 1909, the City of Boerne was one of the area’s most strategic transportation locations for those traveling into San Antonio or the Texas Hill Country by horse, wagon, train, and motorized vehicle. Boerne developed the reputation of having a very healthful environment and quickly became known as a health resort. Boerne’s beginnings are evident in the old stone buildings with narrow windows, steep gables, outside stairways, and gardens. Today, more than 140 historic structures remain. The City’s friendly people show a deep respect for their cultural and ancestral heritage.

Boerne has received many awards and accolades for its livability. The San Antonio Board of REALTORS® chose Boerne as one of the “Top 10 Hottest Neighborhoods in the San Antonio Metro Area,” and the City has been named the “#4 Top 10 Small Town” (Livability.com), “Best Town for Families” (Family Circle Magazine), and has been recognized with high rankings for its public schools (Niche.com). The Houston Chronicle wrote of this dynamic city, “Some towns get it, some don’t. Boerne gets it. The town has a sense of its own charm, and the good sense to make the most of it.”

A stroll down Haupstrasse (means “Main Street” in German) through Boerne’s charming historic district offers a world of specialty shops, including great antiques, fine home accessories, unique gift items, trendy boutiques, jewelry shops, and art galleries. Intermingled with the shopping, visitors experience the inviting aromas from a hometown bakery or catch up on the latest news at one of the local coffee shops. While taking in the ambiance of this thriving small town, visitors may choose to relax at one of the local wine bars or enjoy a brew at the brewhaus on the creek. The cypress-lined Cibolo Creek flows through downtown Boerne and continues to the nationally recognized Cibolo Nature Center. Hiking trails and a boardwalk allow visitors to explore 100 acres with four distinct ecosystems—grassland, marshland, woodland, and river bottom.

Year-round parades, festivals, and cultural events fill the air with music and merriment. The Kendall County Fair, Chocolate Walk, Berges Fest, Boerne Boo, Parade of Artists, Cibolo Songs & Stories, Abendkonzertes, Weihnachts Fest, Dickens on Main, Boerne Market Days, and the Key to the Hills Rod Run are some of the activities that draw people from near and far away.

## THE COMMUNITY CONTINUED

With Boerne's central location, it is an ideal "getaway" destination, especially for the leisure visitor. Boerne is a convenient drive from several major Texas cities such as San Antonio, Austin, Houston, and Dallas via interstate or scenic back roads. The back roads are especially lovely in the spring when wildflowers bloom. Because of its proximity to major attractions such as Fiesta Texas, Sea World, the San Antonio Riverwalk, and the No. 1 Texas attraction, the Alamo, Boerne is the nearest and best opportunity to enjoy the beautiful Texas Hill Country.

Boerne Independent School District serves 8,700 students across ten campuses, with a new campus currently under construction. BISD is renowned for its excellence and is widely considered a "destination district." The district maintains a 99% graduation rate and a 15:1 student-teacher ratio, making it one of the top major suburban districts in Texas. There are several private schools in the area, including Geneva School of Boerne: K thru 12, Hill Country Montessori School, and Vanguard Christian Institute.

For those seeking higher education, there are over 20 universities or colleges within 50 miles of Boerne. The University of Texas at San Antonio is located approximately 16 miles from Boerne and is an emerging Tier One research institution with nearly 29,000 students and 158 degree programs, including 70 masters and 24 doctoral degree programs.

Boerne has a median household income of \$73,240 and a median home price of \$350,000.



## GOVERNANCE AND ORGANIZATION

**B**oerne has been a home rule city with a council-manager form of government since 1995. The City Council is composed of five Council members, elected from single-member districts, and the Mayor, who is elected at-large, all serving staggered two-year terms. A professional City Manager is hired by the Council to manage the day-to-day operations of the City.

Ron Bowman is the longest-tenured City Manager serving the same city in all of Texas. He holds a bachelor's degree in political science and a master's degree in public administration, both from St. Mary's University in San Antonio. He is a member of the International City/County Management Association and Texas City Management Association and currently serves on the Board of Directors for the Texas Public Power Association. He has served as Boerne's City Manager for 37 years.

The City of Boerne is a full-service municipality, providing general administrative services, animal services, library, police and fire protection, emergency management, parks and recreation services, planning, public improvements, streets, and utilities (electric, water, wastewater, and reclaimed water).

The City has an annual budget of \$82,558,562 and 255 full-time and 29 part-time seasonal employees.

# ABOUT THE POSITION

The Assistant City Manager serves at the pleasure of the City Manager. The City of Boerne is recruiting an Assistant City Manager who will support the wide range of services provided by the City. The Assistant City Manager will be a strong, creative, visionary with an outgoing personality and exceptional interpersonal skills who brings enthusiasm and passion to their daily interactions. The City seeks a mature, thoughtful, ethical, highly disciplined, strategic, collaborative, and results-driven municipal manager who will inspire and motivate others by example.

The Assistant City Manager must have highly developed problem solving, technical, project management, performance management, presentation, and media skills. The selected candidate must be able to identify and co-opt best practices, embrace emerging technology, increase professionalism, and promote innovation. The ability to support the City Manager in uniting the organization with a shared sense of purpose, promoting teamwork, fully articulating expectations, delegating responsibility with clarity, and creating a culture of accountability will be essential. The ideal candidate will have the knowledge, skills, and ability to help take a talented and well-led city workforce to the next performance level.



# IDEAL CANDIDATE

**T**he Assistant City Manager will have the experience necessary to handle most municipal government matters. The selected candidate will play a significant role in the day-to-day management of the City and will provide management to several departments, such as the administration of the General Government, Human Resources, Finance and Budget, Information Technology, Municipal Court, Library, Police, Fire, and the Convention and Visitors Bureau. The ideal candidate will have previous experience supervising these departments plus have the flexibility to manage other municipal departments as assigned, such as Economic Development, Utility Operations, Streets and Drainage, Engineering, Planning and Zoning, Code Enforcement, and Parks and Recreation.

The Assistant City Manager will have the knowledge, skills, and ability to provide guidance in cost management, government finance, and creative strategies. The person selected will be a good listener and communicate directly and frankly but always positively and respectfully. The person will be politically savvy, but never political, and must be an effective negotiator and mediator who can build consensus and forge strategic partnerships. This individual will have the ability to establish and maintain positive, trusting, and highly productive relationships within and outside City Hall.

## EDUCATION & EXPERIENCE

The successful candidate must hold a bachelor's degree in public administration and have at least five years of increasingly responsible experience in municipal government.



## COMPENSATION

The City of Boerne offers a starting salary range of \$130,000 to \$160,000, depending on qualifications and experience. In addition to a competitive salary, the City provides a generous benefits package that includes comprehensive medical, dental, vision, and life insurance, retirement (mandatory TMRS at 7%; 2 to 1), paid vacation and sick leave, and holidays. The City prefers the selected candidate to establish Boerne residency by his or her first employment anniversary. The City will also pay reasonable relocation costs.





## APPLICATION PROCESS

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

For more information on this position contact:

**Mike Tanner, Senior Vice President**  
Strategic Government Resources  
[MikeTanner@GovernmentResource.com](mailto:MikeTanner@GovernmentResource.com)  
361-813-3707



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

The City of Boerne 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 Boerne**  
[ci.boerne.tx.us](http://ci.boerne.tx.us)

**Boerne/Kendall County EDC**  
[bkcedc.com](http://bkcedc.com)

**Boerne Convention & Visitor's Bureau**  
[visitboerne.org](http://visitboerne.org)

**The Greater Boerne Chamber of Commerce**  
[boerne.org](http://boerne.org)

**Boerne ISD**  
[boerne-isd.net](http://boerne-isd.net)

**Kendall County**  
[co.kendall.tx.us](http://co.kendall.tx.us)

