



FISCAL SERVICES ADMINISTRATOR

UTILITIES DEPARTMENT
City of Laredo, Texas

Annual Salary:
\$83,616 – \$104,520 DOE/DOQ



Are you a strategic public-sector finance professional who thrives in complex, multi-department environments? **If so, apply to be the City of Laredo's next Fiscal Services Administrator!**

The City is seeking a seasoned, service-oriented leader to provide executive leadership and oversight of fiscal and administrative operations for the Utilities Department. This position serves as a subject matter expert in financial management, utility rates setting, and Capital Improvement Program (CIP) financial planning, while advising senior leadership on policy, strategy, and resource allocation to support organizational objectives.

The City of Laredo — Texas Begins Here — invites you to read on and explore this impactful opportunity.



ABOUT THE COMMUNITY

Located along the banks of the Rio Grande in South Texas, Laredo is the largest city in Webb County and one of the most culturally rich communities in the state. Incorporated in 1755, the City blends deep historical roots with modern growth, serving as a major international trade hub and the #1 inland port on the U.S.-Mexico border.

Home to more than 256,000 residents, Laredo offers a vibrant bicultural environment, strong economic drivers in logistics, healthcare, education, and government services, and a cost of living well below national averages. Residents enjoy access to museums, festivals, outdoor recreation, and a growing arts scene, alongside excellent air and highway connectivity.

Laredo is proud of its strong sense of community, stable municipal organization, and commitment to public service excellence.



POPULATION
~256,000



MEDIAN HOUSEHOLD INCOME
\$61,519



MEDIAN HOME VALUE
\$182,400

AVERAGE MONTHLY RENT:
\$1,001

History



Tourism



GOVERNANCE & ORGANIZATION

The City of Laredo operates under a Council-Manager form of government. The Mayor is elected at-large to a four-year term, and the City Council consists of eight members elected by district. The City provides a full range of municipal services, including public health, animal care, library services, utilities, public safety, and general administrative functions, supported by approximately 3,400 employees and a FY2025 budget of nearly \$1 billion.



THE JOB

The Fiscal Services Administrator provides executive-level financial and administrative leadership within the Utilities Department. Reporting to the Director of Utilities, this position serves as the City's subject matter expert in utility enterprise fund finance, rates setting, and Capital Improvement Program (CIP) financial planning.

Reporting to the Director of Utilities, this position serves as the City's subject matter expert for financial management and administrative compliance. The Administrator oversees budgeting, accounting, payroll, benefits, grants management, auditing, and revenue cycle functions, while also managing contracts, council agenda items, and vital statistics operations. The role plays a critical advisory function to senior leadership, supporting strategic decision-making and continuous operational improvement.

DEPARTMENT STRUCTURE

DIVISION SUPPORTED:

- UTILITIES DEPARTMENT

QUICK FACTS:

- DEPARTMENT SCOPE: WATER, WASTEWATER, STORMWATER, AND UTILITY OPERATIONS
- BUDGET TYPE: ENTERPRISE FUNDS (MULTI-FUND)
- CORE FOCUS AREAS:
 - UTILITY RATES SETTING
 - MULTI-YEAR FINANCIAL FORECASTING
 - CAPITAL IMPROVEMENT PROGRAM (CIP) FINANCIAL PLANNING
 - ENTERPRISE FUND BUDGETING AND RESERVES
 - CONTRACTS AND CITY COUNCIL AGENDA ADMINISTRATION

KEY PROJECTS FOR 2026

- REBUILDING AND DOCUMENTING UTILITY FINANCIAL LOGIC, INCLUDING RATE ASSUMPTIONS, RESERVES, AND CAPITALIZATION PRACTICES
- ESTABLISHING UTILITY-GRADE, MULTI-YEAR BUDGETING AND FORECASTING TIED TO OPERATIONAL COST DRIVERS
- ALIGNING UTILITY RATES, LONG-TERM PROJECTIONS, AND CIP FUNDING STRATEGIES
- SUPPORTING CIP FUNDING DECISIONS, INCLUDING PAY-AS-YOU-GO VERSUS DEBT FINANCING
- STRENGTHENING ADMINISTRATIVE WORKFLOWS RELATED TO CONTRACTS AND CITY COUNCIL AGENDA ITEMS



IDEAL CANDIDATE

The ideal candidate is an experienced municipal or utility finance professional with a strong background in enterprise fund management, utility rate setting, and Capital Improvement Program (CIP) financial planning. They bring a strategic, solutions-oriented mindset and thrive in regulated utility environments requiring long-term financial stewardship.

This individual is highly analytical, organized, and comfortable advising executive leadership on complex financial matters. They communicate clearly in both English and Spanish, build trust across departments, and translate financial data into actionable insights. A commitment to public service, accountability, and continuous improvement is essential for success in this role.

EXPERIENCE & QUALIFICATIONS

REQUIRED:

- Bachelor's degree in Business Administration, Public Administration, Healthcare Administration, or related field
- Minimum of seven (7) years of senior-level experience managing municipal and grant funds
- Valid Texas Driver License (or ability to obtain within six months)

PREFERRED:

- CPA preferred (asset)
- Experience supporting enterprise-level utilities or infrastructure organizations
- Demonstrated experience with utility rates modeling, long-range financial forecasting, and CIP funding strategy
- Strong background in enterprise fund budgeting, reserves, and audit readiness
- Ability to communicate in Spanish is preferred but not required



SALARY & BENEFITS

Compensation: \$83,616 – \$104,520 DOE/DOQ

The City of Laredo offers a comprehensive and competitive benefits package, including medical, dental, vision, and life insurance coverage. Employees receive paid vacation, sick leave, and recognized holidays, along with participation in the City's retirement program.

Additional benefits include employee wellness programs, professional development opportunities, and eligibility for participation in deferred compensation plans. This position is classified as FLSA-exempt and is subject to background screening, drug and alcohol testing, and other City employment requirements.

HOW TO APPLY

Apply Here



For more information on this position, contact:
Kevin Knutson, Senior Vice President of Recruitment
kevinknutson@governmentresource.com | 727-754-0407

The City of Laredo is an Equal Opportunity Employer. Finalists will be subject to a comprehensive background check.