

ASSISTANT ADMINISTRATOR OF OPERATIONS

City of Gulf Shores, Alabama
Small Town, Big Beach

Annual Salary:
$150,000 – $160,000

CITY OF GULF SHORES ALABAMA

Are you an experienced municipal operations leader who brings departments together around shared goals and measurable results? If so, the City of Gulf Shores invites you to apply to become its Assistant Administrator of Operations.

Reporting to the City Administrator, the Assistant Administrator of Operations provides executive leadership, operational oversight, and strategic coordination for assigned City departments, serving as a bridge between the City Administrator, department heads, elected officials, and the community.

We're seeking a consistent, trustworthy, and hands-on leader who is:

- Experienced in overseeing multiple municipal departments, particularly Public Works, Parks, Capital Projects, and Engineering
- Skilled at building credibility with long-tenured department heads and employees
- Committed to accountability, performance measurement, and continuous improvement

Read on to learn more about this exceptional opportunity on Alabama's Gulf Coast.

Executive Recruitment Provided by SGR



ABOUT THE COMMUNITY

Gulf Shores is home to more than 17,000 residents, welcomes more than 8 million visitors each year, and offers an exceptional quality of life shaped by its coastal setting. Located in Baldwin County on the Alabama Gulf Coast, the city combines the appeal of a premier vacation destination with the amenities and sense of community of a year-round hometown.

Residents enjoy miles of beaches, waterways, parks, and trails, with boating, fishing, golf, and biking available year-round. Gulf State Park provides thousands of acres of protected natural areas, while restaurants, shops, live music, fresh local seafood, and community events keep life active well beyond the beachfront.

True to its motto, “Small Town, Big Beach,” Gulf Shores pairs small-town connection with strong schools and family-friendly recreation, making it an ideal place to grow professionally, raise a family, and call home.

History CLICK!

Tourism CLICK!

POPULATION
17,000+
ANNUAL VISITORS
8,000,000+

MEDIAN HOUSEHOLD INCOME
$73,873

MEDIAN HOME VALUE
$367,000
AVERAGE MONTHLY RENT:
$1,363

ABOUT THE CITY OF GULF SHORES

The City of Gulf Shores is committed to meeting and exceeding the needs of its residents, visitors, and businesses while preserving its family-friendly, small-town atmosphere and natural surroundings, and providing the infrastructure and amenities that support a vibrant economy. Its Vision 2025–2035 (COGS Vision 2035) calls for Gulf Shores to be the most desirable small-town destination community in the South to live, visit, retire, and invest.

With a total fiscal year budget of $216,049,583 and approximately 420 employees, the City is focused on updating its comprehensive plan and building code, managing growth and redevelopment, strengthening community resiliency, replacing aging infrastructure, and planning for the resources needed at full buildout.

GOVERNANCE & ORGANIZATION

The City is governed by a six-member City Council, including the Mayor, elected at large to four-year terms with no term limits. The City Administrator oversees day-to-day operations. The Council appoints or confirms members of 15 boards and commissions, including the Planning Commission, Utilities Board, Public Park and Recreation Board, Library Board, and Gulf Shores & Orange Beach Tourism Board.

City services include business and economic development, capital construction, code enforcement, community development, finance, fire, information technology, internal services, parks and recreation, police, real estate and asset management, streets and stormwater, and tourism, arts and culture.

The Assistant Administrator works closely with the City Administrator, Mayor and Council, and department heads, as well as City boards, county, state, and federal agencies, legislative representatives, and community groups.

City Services

- Business and Economic Development
- Capital Construction
- Code Enforcement
- Community Development
- Finance
- Fire
- Information Technology (including Procurement)
- Internal Services (including Human Resources)
- Parks and Recreation
- Police
- Real Estate and Asset Management Services
- Streets and Stormwater
- Tourism, Arts and Culture





THE JOB

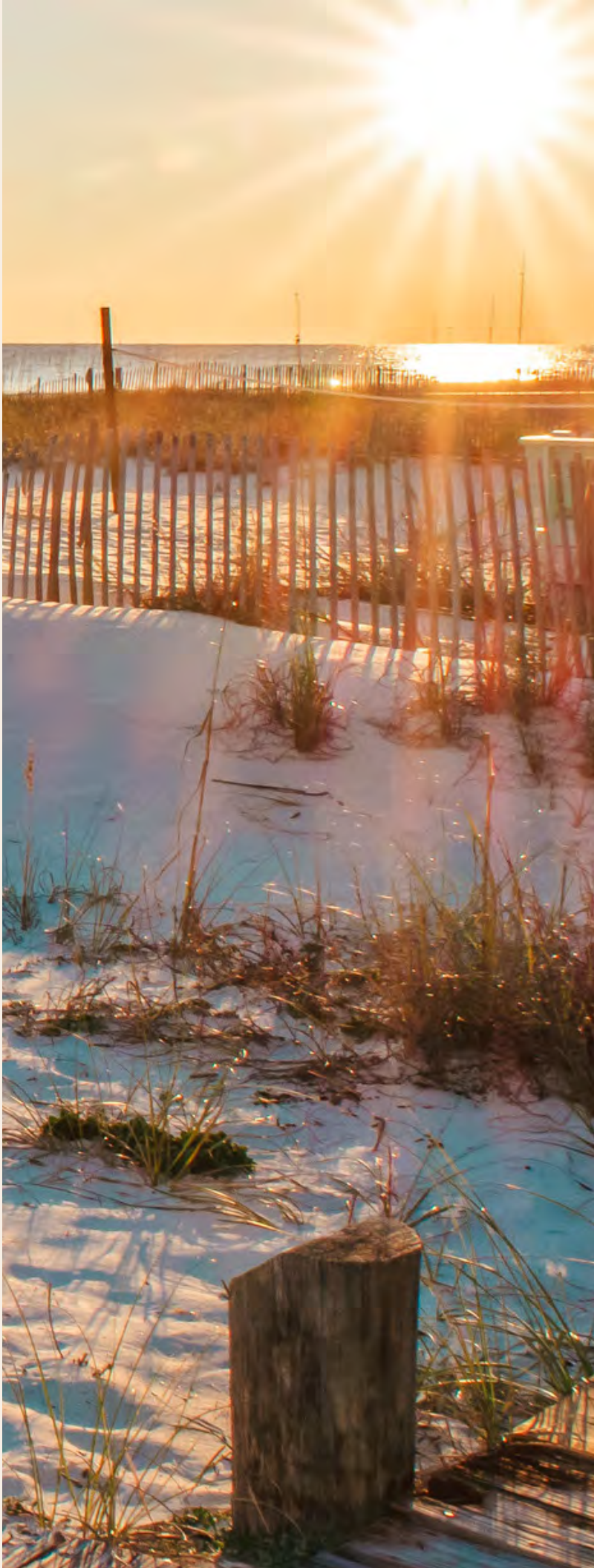
The Assistant Administrator of Operations reports to the City Administrator and assists in overseeing the delivery of high-quality City services, including providing leadership and direction to assigned department heads and other staff. The position supports effective and efficient service delivery, advances organizational priorities, and helps ensure City operations are conducted in a cost-effective manner.

Working alongside the City Administrator, senior leadership, and the City Council, the Assistant Administrator will offer insight and expert analysis to shape short- and long-range goals for redevelopment and City management, and will help ensure that planning for Gulf Shores' future remains a highly inclusive and collaborative process. The role also responds to and resolves citizen concerns, develops policy recommendations, handles legislative agenda issues, and attends City Council meetings.

The successful candidate will provide executive leadership for:

- Oversight and coordination of assigned City departments and department heads
- Performance measurement and evaluation of departmental effectiveness
- Annual budget development and capital programming
- Comprehensive planning, growth management, and redevelopment
- Intergovernmental coordination with county, state, and federal partners and neighboring jurisdictions
- Assessment of organizational structure, effectiveness, and staffing levels
- Policy recommendations

Full Job Description CLICK!



DEPARTMENT STRUCTURE

The Assistant Administrator of Operations is part of the City's Executive Department and assists the City Administrator in leading the City's operating departments.

Departments Supported by the Assistant Administrator of Operations

- Capital Construction
- Courts
- Engineering
- Information Technology (including Procurement)
- Parks and Recreation
- Public Works
- Real Estate and Asset Management Services
- Streets and Stormwater

ORGANIZATIONAL QUICK FACTS

CITY EMPLOYEES
420

EXECUTIVE DEPT. STAFF
8

CITY FY BUDGET
$216,049,583

EXECUTIVE DEPARTMENT BUDGET
$770,555.36

KEY PROJECTS /PRIORITIES

In the first two years, the Assistant Administrator will focus on the following priorities:

Performance Measurement & Accountability

Develop meaningful performance measures to evaluate departmental effectiveness, identify operational efficiencies, and establish consistent expectations that build a culture of accountability.

Departmental Coordination & Trust-Building

Work closely with department directors to improve communication, bridge departmental functions, and earn the trust of established, long-tenured leaders.

Growth Management & Planning

Help manage growth and redevelopment and identify the resources the City will need at full buildout.

Infrastructure Renewal & Resiliency

Support capital planning to replace aging infrastructure and strengthen the resiliency of a growing coastal community.



IDEAL CANDIDATE

The ideal candidate will be an experienced municipal operations leader with a strong background overseeing multiple departments, particularly Public Works, Parks, Capital Projects, and Engineering. They will demonstrate exceptional organizational, communication, and problem-solving skills, along with the ability to effectively coordinate department directors and build collaboration across the organization.

The City is seeking a consistent, trustworthy, and hands-on leader with strong character and integrity who can establish credibility with long-tenured employees and department heads. This individual will lead by example, set clear and consistent expectations, and foster a culture of accountability and teamwork in which departments work together to solve problems.

The successful candidate will be knowledgeable about industry best practices, actively engaged in professional organizations, and committed to continuous improvement. They will be comfortable serving as a high-level partner to the City Administrator while maintaining positive working relationships with elected officials, staff, and the community throughout the organization.



EXPERIENCE & QUALIFICATIONS

REQUIRED:

- Master's degree in Public Administration, Business Administration, Economics, or a related field, with a strong desire to learn about and work in City government
- Three to five years of experience sufficient to thoroughly understand the diverse objectives and functions of departmental subunits in order to direct and coordinate their work, or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities
- Valid driver's license

PREFERRED:

- Experience overseeing multiple municipal departments, particularly Public Works, Parks, Capital Projects, and Engineering
- Demonstrated experience developing performance measures and improving operational efficiency
- Active engagement in professional organizations and knowledge of industry best practices

SALARY & BENEFITS

The City of Gulf Shores offers a competitive salary and a comprehensive benefits package designed to support employees' health, financial security, and work-life balance.

Compensation Salary range of $150,000 – $160,000

- The City participates in Social Security

Health & Wellness

- Medical, dental, and vision insurance
- Life and AD&D insurance, long-term disability (LTD), and a Flexible Spending Account (FSA)
- Access to the Symbol Clinic wellness clinic for employees covered under the City's health insurance plan
- Health Management Plan point system: employees who earn 300 points by the program year end date receive discounted health insurance premiums
- Free membership at the David L. Bodenhamer Recreation Center for current employees and retirees

Retirement

- Retirement Systems of Alabama (RSA) membership, with a 7.5% employee contribution and a 6.78% employer contribution

Paid Leave

- PTO accrues from the first date of hire and is available for use after 90 days of employment
- Full-time accrual rates: 12.67 hours per month (0–9 years), 14.67 hours per month (10–14 years), and 17.99 hours per month (15+ years)
- Maximum PTO carryover of 1,160 hours

Relocation Assistance

- The City may reimburse or advance reasonable approved relocation expenses for moves of more than 100 miles, including per diem and lodging, transportation, household goods, and insurance
- Relocation expenses must be incurred within 180 days of signing the written relocation agreement

This is an outstanding opportunity to join a forward-looking organization and help shape the future of a vibrant coastal community while enjoying the lifestyle that only Gulf Shores can offer.

HOW TO APPLY

Apply Here



CITY OF GULF SHORES ALABAMA

For more information, contact:

Billy Owens
Senior Vice President, Executive Recruitment
billyowens@governmentresource.com | 972-989-3686

The City of Gulf Shores is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other legally protected status. Reasonable accommodations may be made for individuals with disabilities as defined under the Americans with Disabilities Act (ADA).