

CITY MANAGER

Alvarado, Texas

(Johnson County, Dallas–Fort Worth Metroplex)

Are you an experienced, collaborative municipal leader ready to guide a historic hometown through a period of rapid growth? Do you enjoy turning a City Council's vision into visible results — better streets, a revitalized downtown, and new businesses that serve residents close to home? If so, the City of Alvarado invites you to apply to become its next City Manager.

Appointed by and reporting to the Mayor and City Council, the City Manager serves as the City's chief executive officer, leading a team of 94 employees and a $14 million budget across a full-service organization that includes police, fire/EMS, public works, utilities, community development, and economic development.

We're seeking an approachable, results-driven leader who is:

- A servant leader who builds trust with the City Council, staff, and residents
- A strategic planner ready to manage growth while protecting Alvarado's small-town character
- A hands-on executive focused on infrastructure, economic development, and quality service

Read on to learn more about this exciting opportunity to help shape the future of Johnson County's oldest community!

Executive Recruitment Provided by SGR

ABOUT THE COMMUNITY

Founded in 1854, Alvarado is the oldest community in Johnson County and proudly holds on to the small-town charm, rich history, and strong sense of community that have defined it for more than 170 years. Located at the intersection of Interstate 35W and U.S. Highway 67, roughly 25 minutes south of Fort Worth, Alvarado offers residents a true hometown atmosphere with convenient access to everything the Dallas–Fort Worth Metroplex has to offer.

The town's story began in 1849, when settler William Balch staked a claim near an old trail; Alvarado's first sheriff later named the community for Alvarado, Veracruz, Mexico. Residents voted to incorporate in 1878, and the arrival of two railroads in 1881 sparked decades of growth. Today, the historic Downtown Square remains the heart of the community, featuring locally owned businesses, public art, and gathering spaces that celebrate Alvarado's heritage.

Alvarado is also one of the region's growing communities. Its population has increased by more than 40 percent since 2020, driven by new residential development and the City's strategic location along two major highways. Young families are a big part of that story — more than a quarter of residents are under 18, and three out of four homes are owner-occupied.

Residents come together year-round for festivals and celebrations, including Irish Fest, Alvarado's Hometown 4th, the Fall Festival, the Soap Box Derby, the Summer Movie Series, Tasty Tuesdays on the Square, the farmers market, and Old Town Christmas. These family-friendly traditions foster lasting connections and draw visitors from across the region.

POPULATION
7,539

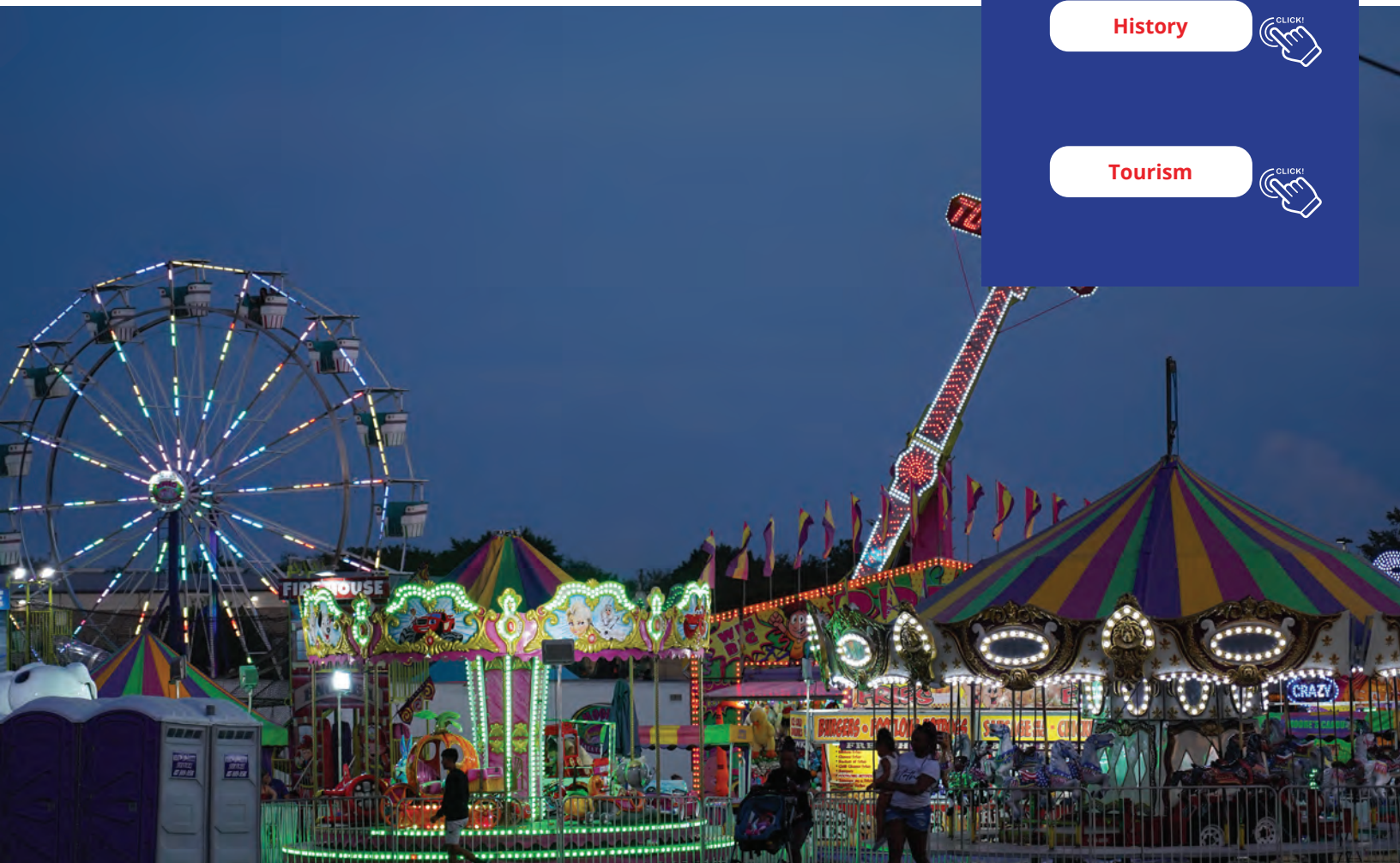
MEDIAN HOUSEHOLD INCOME
$80,523

MEDIAN HOME VALUE
$249,000

AVERAGE MONTHLY RENT
$788

History CLICK!

Tourism CLICK!



ABOUT THE CITY OF ALVARADO

The City of Alvarado is a home rule municipality operating under the council-manager form of government. With 94 employees, a total fiscal year budget of $14,018,096, and an ad valorem tax rate of $0.813809 per $100 valuation, the City delivers a full range of municipal services to a fast-growing community.

During 2024 visioning workshops, the City Council, Planning and Zoning Commission, and Economic Development Corporation identified five strategic priorities to guide Alvarado's future: maintenance of City infrastructure, street repair and maintenance, downtown revitalization, business recruitment, and expanding the scope of code enforcement. These priorities reflect a shared commitment to improving quality of life and supporting sustainable growth.

The City's 2026 Comprehensive Plan builds on that foundation with guiding principles that emphasize a neighborly and family-friendly community, continuous improvement, safety, connectivity, thoughtful development, collaboration, community character, and trusted leadership.

Strategic Priorities CLICK!

2026 Comprehensive Plan CLICK!





GOVERNANCE & ORGANIZATION

The Alvarado City Council consists of a Mayor, elected at-large, and six Council Members elected from three wards, with two representatives from each ward. Members serve three-year terms and are limited to three consecutive terms in their respective office, with a maximum of 18 years of combined service. The Council appoints the City Manager, Acting City Manager, City Attorney, Mayor Pro Tem, and members of the City's boards and commissions.

The City provides a full range of services, including police, fire and EMS, public works, streets, parks, utilities, building inspections, neighborhood services, municipal court, finance and utility billing, library, events, senior services, communications, engineering, and economic development and downtown revitalization.

The City Manager works closely with the Mayor and City Council, the Economic Development Corporation, the Planning and Zoning Commission, and other boards and commissions, and serves as the City's liaison to neighboring cities, Johnson County, and regional public and private partners across the Metroplex.



ABOUT THE JOB

Reporting to the Mayor and City Council, the City Manager serves as the chief executive officer of the City and bridges policy and administration — carrying out the Council's directives, ensuring compliance with applicable laws, and leading staff in the delivery of high-quality public services.

The City Manager studies the community's changing needs, anticipates service trends, and offers the Council clear options and recommendations. The role develops and monitors the annual budget, anticipates long-term financial issues, and establishes a functional organizational structure with appropriately delegated authority. The City Manager also keeps the Council informed, remains accessible to residents and advisory groups, and promotes a positive image of the City throughout the community.

The successful candidate will provide executive leadership for:

- Development, recommendation, and execution of the annual budget
- Implementation of City Council policies, decisions, and strategic priorities
- Recruitment, coaching, mentoring, and development of City staff
- An annual Council planning retreat and a long-range planning retreat at least every two years
- Intergovernmental coordination with federal, state, county, and regional partners
- Community engagement, including meeting with residents and advisory groups to resolve concerns
- Continuous improvement of operational processes and customer service

Full Job Description CLICK!

DEPARTMENT STRUCTURE

The City Manager oversees all municipal operations and provides leadership across every City department.

Positions Reporting to the City Manager

- **Administrative Services Director** – Library, Events, Senior Citizens, and Communications
- **Chief Financial Officer** – Finance, Utility Billing, and Municipal Court
- **Director of Human Resources**
- **City Secretary / Assistant to the City Manager / Title VI Coordinator**
- **Community Development Director** – Building Inspections and Neighborhood Services
- **Fire Chief** – Firefighters/EMS
- **Police Chief** – Patrol, Commercial Vehicle Enforcement, Criminal Investigations, and Animal Control
- **Director of Public Services** – Public Works, Parks, Streets, and Utilities
- **City Engineer**
- **Director of EDC and Downtown Revitalization**

Organizational Quick Facts

- **Total FY Budget:** $14,018,096
- **Total Employees:** 94
- **Ad Valorem Tax Rate:** $0.813809 per $100 valuation
- **Direct Reports:** 10



KEY INITIATIVES

The next City Manager will step into a community with clear, Council-adopted priorities and the momentum to achieve them. Key initiatives include:

Infrastructure and Streets
With thousands of new residents expected, maintaining City facilities and utility systems is essential to supporting growth. The City's "Fix the Dang Roads" program, launched in 2022, continues to renovate Alvarado's streets, improving road quality, safety, and connectivity throughout the community.

Downtown Revitalization
Revitalizing the historic Downtown Square is a top Council priority. The City is working to attract new businesses, host events, showcase public art, and support property owners through programs such as the Storefront Improvement Grant, making downtown a vibrant destination for residents and visitors.

Business Recruitment
Working alongside the Economic Development Corporation, the City is actively recruiting retail, full-service restaurants, grocery stores, entertainment venues, and medical facilities — creating jobs and bringing more services closer to home for Alvarado residents.

Code Enforcement
Expanding the scope of code enforcement will help keep Alvarado safe and attractive, with an emphasis on property standards, safety, aesthetics, and neighborhood well-being.

Comprehensive Plan Implementation
The newly adopted 2026 Comprehensive Plan provides a roadmap for thoughtful development. The City Manager will lead its implementation, aligning budgets, staff, and partnerships to turn the plan's guiding principles into results.

THE IDEAL CANDIDATE

The City of Alvarado is seeking a servant leader who is approachable, visible, and genuinely invested in the community. The ideal candidate will bring excellent face-to-face communication and presentation skills, remain accessible to the Mayor, City Council, staff, and residents, and keep elected officials well informed with timely, thoughtful analysis. Ethical, value-based decision-making and a commitment to transparency will be essential to maintaining the community's trust.

Alvarado's next City Manager will be a strategic, organized executive with a strong background in municipal financial management and experience guiding a community through growth. The ideal candidate will be comfortable balancing infrastructure needs, economic development, and downtown revitalization while preserving the small-town character residents value. Experience with goal setting, program evaluation, and negotiation to resolve complex and sensitive issues will be a strong asset.

Equally important is a collaborative, team-oriented leadership style. The ideal candidate will coach and mentor staff, foster a positive and harmonious workplace, and build effective partnerships with neighboring cities, Johnson County, and regional stakeholders. A leader who is willing to learn, welcomes feedback, and enjoys being part of community life will thrive in Alvarado.



EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree in Public Administration, Business Administration, or a related field
- Seven (7) to ten (10) years of progressively responsible municipal government administration experience, including at least five (5) years at the Assistant City Manager, or City Manager level.
- Valid Texas Class C driver's license, with a driving record in compliance with City policy
- Ability to work flexible hours, including evenings, weekends, and emergency situations
- May be required to pass a drug screening, pre-employment job performance assessment, and executive-level background check
- Experience with growth and development. Alvarado is projected to grow by approximately 15,000 in the next 10 years.

Preferred:

- Master of Public Administration (MPA)
- Certified Public Manager (CPM) designation

SALARY & BENEFITS

The City of Alvarado offers a competitive salary range of $185,000 – $215,000 DOQ, along with a comprehensive benefits package. The City participates in Social Security, and residency within City limits is not required.

Compensation

- Salary range of $185,000 – $215,000 DOQ
- City-issued phone and tablet

Health & Wellness

- Medical insurance through Blue Cross Blue Shield of Texas, with a choice of the BlueChoice PPO Plan or a High-Deductible Health Plan with Health Savings Account (HSA), including prescription drug coverage
- Dental insurance through BlueCare Dental; vision and hearing insurance through Ameritas
- Basic life insurance ($30,000), AD&D, and short- and long-term disability insurance
- Voluntary supplemental life, accident, critical illness, hospital indemnity, cancer indemnity, and MASA emergency transportation coverage
- Flexible Spending Accounts (FSA) and Employee Assistance Program (EAP)

Retirement

- Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 City match
- Social Security participation

Paid Leave

- Vacation leave of 10 days annually upon hire, increasing with years of service to 20 days annually after 12 years
- Sick leave of 12 days annually, accrued at 8 hours per month
- City-observed paid holidays plus one floating holiday annually
- Sick leave pool for qualifying catastrophic illness or injury

Other Benefits

- LegalShield and IDShield

This is an outstanding opportunity for an experienced public servant to lead a historic, growing community with clear priorities and strong momentum. Join the City of Alvarado and help shape the future of Johnson County's oldest community!

HOW TO APPLY

Apply Here



For more information on this position, contact:
Price Robinson, Senior Vice President
PriceRobinson@governmentresource.com | 432-413-5061

The City of Alvarado 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.