



JOB DESCRIPTION

Salary: \$165,000/Year depending on qualifications Position

is a Regular Full-Time position eligible for all City Benefits

City Manager: Appointed by and reporting to the Mayor and City Council, the City Manager serves as the Chief Administrative and Executive Officer for the City. This position is responsible for overseeing day-to-day operations, ensuring policy and priorities set by the Council are conducted, and ensuring City services are effectively, efficiently, and equitably provided.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: (Individual duties, assignments and responsibilities required of the position)

- Executing Council directives, priorities, and policies to support the advancement of the City's mission, vision, values, and goals.)
- Preparing accurate, timely information and appropriate recommendations on policy matters to aid the City Council in the decision-making process.)
- Planning, coordinating, and directing the operation of City departments, programs, and services, including ongoing evaluation to ensure maximum efficiency and effectiveness.)
- Overseeing the development and implementation of strategies and performance metrics to expand and improve service to residents, visitors, and business owners.)
- Ensuring financial integrity, accountability, and transparency through resource management, cost efficiencies, and other strategies. Prepare and submit budgets to the city council and keep them informed about the city's financial needs.
- Developing strategies to enhance community engagement and communication among a variety of stakeholders.)
- Fostering a culture of learning, empowerment, accountability, and growth for all members of the Lago Vista team.
- Responsible Growth Management – Lead the development and implementation of a coordinated growth management program that integrates long-term financial planning with land use, transportation, and infrastructure policies to balance quality of life with responsible development.)

- Strategic Planning – Work with the Mayor, City Council, members of the community, City staff, and consulting partner to complete the strategic planning. Once completed, link the goals and strategies to operations throughout the City, ensuring effective implementation of identified priorities and projects.)
- Economic Vitality – Partner with internal and external stakeholders to build a supportive economic ecosystem that creates reliable pathways for entrepreneurs to successfully start and grow their businesses in Lago Vista.)
- Focus on Communication – Collaborate within and outside the organization to inform, educate, and facilitate discussions among competing interests while fostering a culture that advances the mission of Lago Vista and values the contributions of all.

SUPERVISORY RESPONSIBILITIES: (personnel supervision, budgets, performance, etc.)

- Direct reports include fourteen department heads.

EDUCATION AND EXPERIENCE: (special training, certifications, college degree, etc.)

- Bachelor's or higher degree in public administration, business administration, or a related field.
- A master's degree, ICMA-CM, and/or CPM are highly desirable.
- At least seven (7) years of experience as a City Manager, Deputy City Manager, or Assistant City Manager in a full-service city of similar or larger size and complexity to Lago Vista is required, or a combination within local government senior leadership positions.

KNOWLEDGE, SKILLS, AND ABILITIES: (technical, communication, interpersonal, etc.)

- Understand the changing needs and dynamics of a growing community; and have demonstrated success engaging in productive conversation to build consensus and execute on the Council's vision.)
- Communicate in an initiative-taking, open, and transparent manner employing multiple methods of communication to routinely update the Council, City team, and community regarding the status of goals, projects, and initiatives.)
- Exhibit an inclusive leadership style, empowering employees and supporting continuous growth and professional development.)
- Be a positive and highly visible presence in the community.

To apply for this position, please contact: HR@lagovistatexas.gov