



# ASSISTANT CITY MANAGER

CITY OF CORPUS CHRISTI, TEXAS



PUBLIC SECTOR EXECUTIVE RECRUITMENT



## THE COMMUNITY

The City of Corpus Christi is a beautiful coastal city in the South Texas region, 130 miles southeast of San Antonio. Known as the “Sparkling City by the Sea,” Corpus Christi is the Nueces County Seat, and one of the largest seaports in the United States. Corpus Christi has grown into a regional hub for marketing, processing, packaging, and distribution of agricultural commodities. Additionally, the City’s economy is diverse with a blend of various business and industries, including petrochemical, tourism, health care, retail, education, shipping, agriculture, and the military. Today, the City of Corpus Christi is the eighth largest city in Texas and the 61st largest city in the US, with a population of 327,144 based on the City’s 2021 estimate.

Area attractions include the Padre Island National Seashore, Texas State Aquarium, and the USS Lexington, a retired WWII aircraft carrier, the American Bank Center, and an entertainment complex that offers an auditorium, convention center, and arena. Additionally, Corpus Christi serves as the home of Texas A&M University Islander Basketball, IceRays Hockey and AF2 Sharks football. Corpus Christi is also home to the Corpus Christi Hooks, a minor league baseball team of the Texas League, the Double-A affiliate of the Houston Astros baseball team.

Citizens have access to a wide variety of arts and culture facilities and world class museums. Several independent school districts serve students in the area. Texas A&M University - Corpus Christi and Del Mar Community College serves the higher education needs of the community. As an All-America City, Corpus Christi residents are proud of this prestigious designation as it recognizes the ways in which community members, government, businesses, and non-profit organizations have worked together to build what is one of the best Cities in the nation. For more information about the city and the region, visit the City’s website at <http://www.cctexas.com/>.

# CITY GOVERNMENT

Corpus Christi has a home-rule, Council-Manager form of government. The City Council consists of the mayor and eight council members. Citizens elect a mayor and three council members on an at-large basis. Similarly, citizens elect five council members from single-member districts. All council members serve concurrent two-year terms, with a four-year continuous term limit.

The City of Corpus Christi delivers a wide variety of high-quality services to its residents including police, fire, emergency medical services, health, parks, recreation, a natural history museum, libraries, airport, marina, water, wastewater, and gas utilities. The city has a \$1.1 Billion Budget and the support of more than 2,922 Full-Time and 22 Part-Time employees, and 3 Assistant City Managers.



# THE ASSISTANT CITY MANAGER

Under the direction of the City Manager, the Assistant City Manager is responsible for providing strategic direction and support to multiple City departments to ensure that assigned department directors can meet established goals, and performance objectives according to approved operating and capital budgets. Similarly, the Assistant City Manager listens, understands and resolves challenges, problems or conflicts that may arise in City Government.

The desired candidate will have strong organizational skills with significant management and supervisory experience along with a strong background in process improvement. The ideal candidate will have strong interpersonal and communication skills, customer service skills and the ability to work effectively with elected and appointed officials, city staff, citizen committees, architects, developers, engineers, and other customers.



## ESSENTIAL FUNCTIONS OF THE POSITION

- Oversees workflow among the departments by leading department directors to coordinate their efforts toward the achievement of departmental objectives and the objectives of the city government.
- Keeps the City Manager and the City Council informed on critical issues. In addition, the ACM assists with the preparation and coordination of City Council agenda and meetings.
- Supports the City Manager by assuming leadership and management responsibilities for assigned functions, services, and activities of the city by directing the activities and operations of assigned departments.
- Leads conversations with department heads to clarify City objectives, develop departmental goals, objectives, and reviews or recommends policies, and priorities using community input for the City Manager and City Council's approval.
- Develops new policies in consultation with the City Manager for City Council consideration of approval. Confers with department directors and employees regarding significant policy and procedural changes.
- Oversees and participates in the development and administration of the budget for assigned functional areas. Responsibilities may include approving staffing, equipment, materials, and supplies estimates or projections, or approving expenditures, budget adjustments.
- Coordinates the preparation and presentation of the City's annual budget, capital improvement budget and the internal fiscal control measures, financial forecast presentation.
- Directs and participates in long-range planning by recommending goals for a unified program of economic, community, and business development. Coordinates with various City departments on major development, redevelopment, and business assistance policies, issues, and projects.



## KEY FOCUS AREAS, PROJECTS & INITIATIVES

The new ACM will be a key contributor and influencer in the following projects and initiatives:

- ✓ FY 2023 Budget
- ✓ North Beach Redevelopment
- ✓ Stormwater Fee Review
- ✓ Seawater Desalination Plant Project
- ✓ Streets & Public Works
- ✓ Corpus Christi International Airport Air Service
- ✓ Convention and Visitors Bureau
- ✓ Calallen Housing Plan, Trust Fund / Impact Fees
- ✓ Development of Health Awareness Initiatives

## DESIRED QUALIFICATIONS

The desired Assistant City Manager (ACM) candidate will be an accomplished professional with a depth, breadth, and diverse experience in a municipal organization with similar service delivery and environment. The desired candidate will offer exceptional customer service and public service focus, outstanding written & verbal communication skills, admirable interpersonal and collaborative acumen, and a profound understanding of high performing teams, traits, attributes, and characteristics. This progressive leader is a skilled manager and astute leader who can solve complex problems or challenges and is a collaborative change agent. The ACM will bring passion for service, and a focused, and visible "Can-do" attitude. He or she has a verifiable record of accomplishments in service, effectiveness, efficiency, and people development. The ACM is also resilient, a self-aware professional who welcomes and values divergent perspectives, and can model and foster an outstanding work culture that engages and encourages people to do and be their best. He or she ensures continuous service delivery improvement, process efficiency and responsiveness, and overall customer satisfaction in all areas of the organization. Equally as important, the new ACM has unquestionable integrity, honesty, and a reputation as a collaborator.

## EDUCATION AND EXPERIENCE

A Bachelor's Degree from an accredited college or university, in Public Administration, Business Administration or a closely related field, and a minimum of ten (10) years of professional experience in an administrative or supervisory capacity. Preferred candidates will have served in a senior level management (Director, Assistant City Manager, or closely related role) capacity in a progressive municipal government organization recognized for high performance ideals, high ethical standards, outstanding customer service, effectiveness, and efficiency.

## COMPENSATION AND BENEFITS

The salary range for this position is \$150,000 - \$200,000 depending upon the qualifications of the individual selected as the finalist. Additionally, the City of Corpus Christi offers a comprehensive, market competitive benefits package that includes 88+ vacation hours per year, 40 hours personal leave per year, 96 hours of sick leave per year, voluntary 457b deferred compensation plan, ten (10) Holidays, Flexible Spending Account or HSA options, City Employee Health & Wellness Clinic, City Employee Fitness Center, Tuition Reimbursement Programs. Relocation assistance may be available.

## APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

<https://www.governmentjobs.com/careers/bakertilly>

This position is open until filled; however, first review of resumes occurs on **June 10, 2022**. Following the first review date, we will evaluate all applications against the posted qualifications, and may extend invitations to submit additional information and a formal interview to a select few. For more information, please email [Edward.Williams@bakertilly.com](mailto:Edward.Williams@bakertilly.com) or call 214-842-6478.

The City of Corpus Christi, Texas is an Equal Opportunity Employer.



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