City of Corpus Christi, Texas

Assistant City Manager

The Community

The City of Corpus Christi is the eighth largest city in Texas with a population of approximately 316,000. *Corpus Christi* in Latin means Body of Christ. The name was given to the settlement and surrounding bay by Spanish explorer Alonso Álvarez de Pineda in 1519, as he discovered the lush semi-tropical bay on the Catholic feast day of Corpus Christi. The city has been nicknamed "Texas Riviera" and "Sparkling City by the Sea". The City is located on the South Texas Coast on the Gulf of Mexico.

Corpus Christi is home to a vibrant, creative community of emerging artists, musicians, photographers, chefs and small business owners that add to the local economy. The American Bank Center serves as a regional venue for some of the largest names in entertainment.

Drawing from families from far and near that have invested in the area for its charming coastal atmosphere, Corpus Christi is also a magnet for first class shore and deep sea fishing and beautiful beaches. Schlitterbahn Water Park, Minor League Baseball at Whataburger Field, U.S.S. Lexington, Texas State Aquarium, Art Center, Botanical Gardens, Padre Island, National Seashore, and Museum of Science and History are just a few activities for you and the family to enjoy.

A playground for bicyclists, golfers, runners, marine enthusiasts and surfers, Corpus Christi bustles with the activity at every turn by young people attending Del Mar Community College and Texas A&M University at Corpus Christi.

Downtown is just a short 10 minute drive to the Corpus Christi International Airport.

City Government

Corpus Christi is the 30th largest Council-Manager city in the country and has operated under the Council- Manager form of government since 1945. The Council consists of a Mayor and eight Council Members elected to two-year terms with a four-term limit. The Mayor and three (3) Council Members are elected at large, and the other five (5) Council Members are elected by districts. In addition to the City Manager, the Council appoints the Municipal Court Judges, City Auditor and the City Secretary. All other employee hiring authority rests with the City Manager.

The City employs approximately 3,000 employees. The operating fiscal year is from October 1st to September 30th. The City is financially stable and not had any layoffs during the recent economic downturn. The City has two bargaining units- the Police Officers' Association and the Corpus Christi Professional Fire Fighters Association.

CITY OF CORPUS CHRISTI

Vision

The City of Corpus Christi organization will become the benchmark for all other Texas cities.

Mission Statement

The mission of the City of Corpus Christi, Texas is to deliver municipal services which meet the vital health, safety and general welfare needs of the residents and which sustain and improve their quality of life.

As we work to achieve this mission, we will employ fiscal discipline, continuous improvement, first-rate customer service, and straight forward communications. In this work we will tolerate no mediocrity.

Ethical Foundation

- Be **HONEST**.
- Be **FAIR**.
- Tell the **TRUTH**.
- Keep your **WORD**.
- Exercise **INTEGRITY**.

Goals

1. Reaffirm the ethical foundation of the organization.
2. Institutionalize a sound and effective management process.
3. Set realistic expectations regarding services, and continuously improve organizational performance until Corpus Christi becomes the pre-eminent benchmark among Texas cities.
4. Make the financial capacity of the City sustainable.
5. Assure that appointed City leadership is capable and strong.

The Position

Purpose

The Assistant City Manager is responsible for managing multiple departments through subordinate department directors to ensure completion of performance objectives established by the City Manager, compliance with operating and capital budgets, and resolve any problems or conflicts that may arise in City Government.

Duties

Essential duties and function pursuant to the American with Disability Act, may include the following.

- Oversees workflow among the departments by working with the 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 by preparing a weekly activity report and by preparing agenda material for the City Council. Provides assistance to the City Manager by responding to special requests for assistance and by representing the City Manager on various committees.
- Assumes full management responsibility for assigned functions, services, and activities of the City by assisting the City Manager in coordinating and directing the activities and operations of all assigned departments. Participates in the development of City goals, objectives, policies, and priorities by incorporating community input for the City Manager's and the City Council's approval. Develops new policies in consultation with the City Manager, confers with department directors and employees regarding significant policy and procedural changes.
- Plans, directs, and coordinates, through management level staff, the work plan for assigned functions by assigning projects and programmatic areas of responsibility. Provides direction and supervision on key projects, reviews and evaluates work methods and procedures and meets with key staff to identify and resolve problems.
- Oversees and participates in the development and administration of the budget for assigned functional areas by approving the forecast of funds needed for staffing, equipment, materials, and supplies. Approves expenditures and budgetary adjustments as appropriate and as necessary. Participates in the preparation, coordination, and presentation of the City's annual budget, capital improvement budget and the internal fiscal control measures by participating in the development and presentation of

financial forecasts and historical information, including reviewing expenditures and revenues.

- Coordinates and participates in providing responsible staff assistance and professional analysis and advice to the City Manager, City Council, and other City boards and commissions as assigned. Attends City Council meetings and other public meetings to assist or represent the City Manager.
- Supervises and/or conducts studies, surveys, and the collection of information on operational and administrative problems by analyzing findings and preparing reports of practical solutions for review. Establishes appropriate service and staffing levels for assigned functions by monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures, allocating resources accordingly.
- Manages complex comprehensive specialized functions, projects and/or studies by requiring interdepartmental participation in researching grant options. Communicates with federal, state, and local agencies on matters of funding and the City's compliance with applicable standards. Manages and oversees grant funding. Monitors federal legislative changes and develops strategies to overcome the changes that will affect the City.
- Implements and manages outreach and publicity events by conducting meetings in support of projects and programs. Disseminates information to various clubs, organizations, schools, residences, and businesses.
- 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.
- Maintains professional and technical knowledge and skills by keeping required licenses/certifications current.
- The position necessitates traveling to sites within the City.
- Other related duties may be assigned.

Qualifications

- Bachelor degree with specialization in Public Administration, Business Administration or a related field. Must have a minimum of ten (10) years of progressively responsible management experience. A Master Degree is preferred but not required.
- At least five (5) years as a former Director of a City department or equivalent in Private Sector or Non Profit.
- Must have a valid driver's license at time of hire.

IDEAL CANDIDATE

The ideal Assistant City Manager candidate will be an accomplished professional with a depth, breadth, and diversity of experience in a public agency environment. The ideal candidate will bring a strong customer service and public service ethic, exceptional interpersonal skills to build collaborative relationships and high performing teams. The City is seeking an individual who can skillfully and effectively manage and solve complex and adaptive problems to serve as a change agent, with the ability to consistently achieve results even under tough circumstances. The ideal candidate will be versatile and have proven experience in managing a department(s) at a high level. The candidate will be a resilient, self-aware individual who values differences and will create a work climate where people are motivated to do their best to help the organization achieve its goals and objectives. The ideal candidate must be willing to make a minimum five (5) year commitment to the position.

COMPENSATION AND BENEFITS

Compensation

Salary will be dependent on the qualifications and experience of the successful candidate.

Benefits

The City offers an excellent benefit package that includes:

- Texas Municipal Retirement System – the City offers a 2 to 1 match. Each employee automatically contributes 6% of their total compensation. The City matches 2 dollars for every 1 dollar you contribute.
- Medical/dental/vision/life coverage for employees and their eligible dependents.
- Vacation – 88+ hours per year
- Personal leave – 40 hours per year
- Sick leave – 96 hours per year
- Voluntary 457b deferred compensation plan
- Seven (7) Holidays
- Flexible Spending Account
- City Employee Health & Wellness Clinic & City Employee Fitness Center
- Learning & Development Academy
- Tuition Reimbursement Programs
- Employee Recognition Programs

Corpus Christi Facts

- Population is approximately 316,000.
- Median household income is $49,605.
- Median home price is $173,900
- Median age of residents is 34.6 years.
- Corpus Christi is the 8th largest city in Texas with an estimated population of 316,381.
- Corpus Christi covers 452.2 square miles, of which 124.3 are land and 327.9 are water.
- The average high temperature in July and August is 93 degrees.
- The average high temperature in January is 65 degrees.
- Approximately 8 million people visit the Corpus Christi MSA every year.
- About 74 percent of area visitors are from Texas.
- Tourism generates an annual economic impact of $1 billion for the Corpus Christi region.
- In 2003 - 2011, nine consecutive years, Corpus Christi was declared the “Birdiest City” in the nation with more individual species counted than any other city.
- The Corpus Christi area has over 113 miles of Gulf Coast beaches; visitors to Corpus Christi have access to nearly 70 miles of beachfront on Padre and Mustang islands.
- According to the U.S. Army Corps of Engineers, the Port of Corpus Christi is the 5th largest port in the United States by tonnage shipped.
- The area’s major industries are (1) petrochemical, (2) military and (3) tourism.
- Padre Island, the largest Barrier Island in the nation, is only 25 minutes from downtown Corpus Christi
- The King Ranch is one of the largest and oldest working cattle and horse ranches in the world. The ranch has ranch history, wildlife and agriculture tours. The King Ranch is 825,000 acres - larger than Rhode Island - and has over 2,000 miles of fencing.
- Corpus Christi is home to the official state aquarium of Texas.

The City of Corpus Christi is an Equal Opportunity Employer

City of Corpus Christi provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Minorities, women, military veterans and individuals with disabilities are encouraged to apply.

City of Corpus Christi

Human Resources Department

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Corpus Christi, Texas 78401

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