CORPUS CHRISTI

Inviting applications for Assistant City Manager
CITY OF CORPUS CHRISTI

The City of Corpus Christi is located strategically along the Gulf of Mexico, tucked into a major coastal bay, providing one of our nation’s most prominent international shipping ports for petrochemical and other manufacturing enterprises. Corpus Christi is home to over thirty miles of open, sandy beaches and is nestled among the Padre and Mustang Islands. The area hosts the prestigious Texas State Aquarium, vast acres of extensive wild-life habitat preserve, and is the final resting site of the WWII aircraft carrier and naval aviation museum, the USS Lexington. The City is also home to the Texas A & M University-Corpus Christi campus and Del Mar College.

Community attractions include minor league baseball, home of the AA Corpus Christi Hooks, as well as professional hockey with the North American Hockey League Ice Rays. The City has an array of cultural amenities ranging from performing arts theaters, to museums, to numerous outdoor festivals and music venues. Its attractive coastal location offers a relaxing water getaway to over six million visitors annually. Whether a fun filled destination for Spring breakers or just a week away with family, Corpus Christi truly offers outdoor activities for all interests – on land or water!

The Community offers a coastal climate conducive for year-round outdoor activities and a location that keeps trips to Austin, San Antonio, or Houston an easy morning drive. For air travel needs, Corpus Christi boasts its own international airport which is served by several major airlines making connections throughout the United States convenient and accessible.

CITY GOVERNMENT

Corpus Christi serves over 325,000 residents under a charter form of government that was first adopted in 1909 and later modified and voter approved in 1945, adopting the same Council-Manager form that continues proudly today. The City is the 8th most populous city in the State of Texas and employs over 3,300 municipal personnel. Corpus Christi’s budget as adopted by City council for FY 2020 is $1.1 billion.

The City Council is comprised of a directly elected Mayor and eight Councilmembers who are elected to two-year terms. The Mayor, along with three members of council, are elected at large, while the remaining members are elected from districts.

THE POSITION

The Assistant City Manager is one of three such assistants who report directly to the City Manager and are responsible for oversight of multiple city departments and perform complex administrative and management duties as key members of the City Manager’s Executive Team. The successful candidate will manage municipal departments as assigned by the City Manager and may assume other duties from time to time as additionally directed. Proven experience and competency in successfully managing municipal operations related to water, wastewater, natural gas utilities are beneficial.

Candidates with a background of working in a larger municipality under a council-manager form of government are encouraged to apply for this position. The City of Corpus Christi in many ways has reinvigorated its senior management team and is systematically ‘rebuilding’ its municipal government. This position offers a unique, career changing opportunity for an individual with the talents and passion for local government to be a successful and vital part of this city’s executive team.
THE IDEAL CANDIDATE WILL:

- Be an accomplished professional with a depth, breadth, and diversity of experience in a public agency environment
- Bring a strong customer service/public service ethic and exceptional interpersonal skills in order to build collaborative relationships and high performing teams
- 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 challenging circumstances
- Be versatile and have proven experience in managing a department(s) at a high level
- 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

DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Oversees workflow 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
- 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
- Develops new policies in consultation with the City Manager for the City Council’s approval
- Plans, directs, and coordinates, through management level staff, the work plan for assigned functions
- Oversees and participates in the development and administration of the budget for assigned functional areas
- 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
- 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
QUALIFICATIONS

• Bachelor’s 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’s degree is preferred but not required
• Must have a minimum of five (5) years of experience as a former Director of a City department, Department Lead, or equivalent in Private Sector or Non-Profit areas
• Must have a valid driver’s license at time of employment

COMPENSATION

This position is listed at Pay Grade 321 Series with an annual compensation range of minimum $150,000, mid $198,000, maximum $246,000. The successful candidate must also be able to satisfactorily pass a comprehensive background investigation and a pre-employment drug test.

BENEFITS

The City of Corpus Christi offers an excellent benefit package including Texas Municipal Retirement System (TMRS) participation. Employees contribute 7% of their wages with the city providing $2 for every $1 the employee contributes. Paid medical, dental, vision, and life insurance coverage for the employee and his/her eligible dependents is also provided. Paid vacation, personal leave, sick leave, holidays, flexible spending account, health and wellness clinic, along with access to a first class employee fitness center is included. Relocation assistance will be made available to the successful candidate.

TO BE CONSIDERED

Interested candidates should submit a cover letter and resume electronically by the close of business on July 10th, 2020.

MANAGEMENT PARTNERS
ATTN: GREG HORN, SPECIAL ADVISOR
GHORN@MANAGEMENTPARTNERS.COM

Please contact Greg Horn at (937) 478-6385 with any questions.