



CITY ADMINISTRATOR



Clear Career Professionals

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WELCOME TO FAIRFIELD

Founded: 1851

Population: 3,000

County Seat: Freestone County

Location: I-45 Corridor (midway between Dallas and Houston)

Heritage: Ranching and Agriculture

Economy: Tourism, Small Business, and Interstate Commerce

Notable Features: Historic Courthouse (1919), Six Hotels, Active EDC and Chamber of Commerce

Community Highlights:

- The City is investing in parks and recreation, with a new splash pad currently under development.
- Fairfield continues to grow its partnerships with local schools, businesses, and regional agencies to promote sustainable progress.

Fairfield is a place where neighbors still know each other, where civic pride runs deep, and where leadership truly makes a difference. Located in the heart of Central Texas along Interstate 45, Fairfield is the county seat of Freestone County with a population of about 3,000 residents. Set amid the rolling hills of cattle country, Fairfield blends its agricultural heritage with modern growth and opportunity. Unique for a city of its size, Fairfield boasts six hotels serving interstate travelers, generating strong sales tax receipts that support local services and infrastructure. The community is adding new family-friendly amenities such as a splash pad and park improvements. Centrally located between Tyler, Waco, and Bryan/College Station, Fairfield offers the tranquility of rural life with convenient access to major metropolitan centers.

ORGANIZATIONAL CULTURE



LEAD WITH PURPOSE. SERVE WITH INTEGRITY. BUILD THE FUTURE OF FAIRFIELD.

The City of Fairfield operates with a collaborative and community-oriented approach. The City Council is composed of engaged community and business leaders who work collaboratively with staff and residents to ensure responsible governance and transparency.

The mayor and council are unified in their goals of advancing infrastructure, economic development, and community amenities, creating a cohesive and supportive environment for city staff.

Fairfield also benefits from a very active Chamber of Commerce and Economic Development Corporation (EDC), both of which play vital roles in supporting business growth, community partnerships, and regional visibility. Together, these organizations foster a strong sense of cooperation among the city, local businesses, and residents.

The city organization is characterized by teamwork and professionalism. Department heads are experienced and dedicated, with a deep understanding of the community they serve. Public Works leadership, while relatively new, brings long-term familiarity with city operations and a strong work ethic. Overall, the city enjoys a stable and collegial atmosphere with shared commitment to service excellence and community service.

Fairfield's status as the county seat creates unique opportunities to partner with Freestone County. The successful City Administrator will build effective working relationships with the County Judge and County Commissioners, supporting shared infrastructure needs, public safety coordination, and regional planning.



The City Administrator manages daily operations, oversees projects, and implements Council policy. Key responsibilities include coordination across departments, budget management, grant development, community engagement, and emergency management planning.

In this role, you will:

- Collaborate closely with the Mayor and City Council to advance community priorities.
- Oversee operations across all departments, ensuring alignment with city goals.
- Facilitate policy development and guide department heads in effective implementation.
- Pursue funding and grant opportunities at state and federal levels.
- Promote transparent communication with the community and regional partners.
- Support a culture of integrity, teamwork, and responsiveness.
- Work closely with EDC to attract and retain businesses.
- Coordinate emergency management planning and readiness efforts across departments.

The next City Administrator will inherit a solid foundation and a community eager for continued improvement in infrastructure, parks, and services.

SEE YOURSELF HERE



OPPORTUNITIES & CHALLENGES

The City of Fairfield is entering a pivotal stage in its development, with significant opportunities to invest in core services and enhance residents' quality of life. Local leaders are focused on strengthening essential infrastructure, expanding community amenities, and cultivating partnerships that support long-term prosperity.



KEY OPPORTUNITIES:

- Secure additional funding through state and federal grants to advance infrastructure and parks projects.
- Continue improving city streets, sewer, and water systems, the top priorities identified by leadership.
- Support ongoing community amenities including the splash pad and park improvements.
- Foster stronger engagement between the city, local businesses, schools, and regional partners.
- Build on the city's history of collaboration between council and staff.

KEY CHALLENGES:

- Address long-term infrastructure needs while maintaining fiscal stability.
- Strengthen community participation in civic meetings and initiatives.
- Balance operational improvements with limited resources.
- Preserve harmony within the council and staff while pursuing growth and modernization.
- Manage the effects of interstate-related economic activity while preserving small-town character.

THE IDEAL CANDIDATE

The ideal candidate for this position will be approachable, ethical, and proactive leader with five or more years of local government leadership experience.

MINIMUM QUALIFICATIONS:

- Five or more years of experience in local government management.
- Demonstrated experience in budgeting, project management, and policy implementation.
- Managerial experience showing strong leadership and supervision of staff.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Public Administration, Business Administration, or a related field.
- Experience in grant writing and securing alternative funding sources.
- Knowledge of Texas municipal government and relevant regulations.
- Residency within Freestone County is required.

CORE COMPETENCIES:

- Strategic Thinking and Vision
- Community and Relationship Building
- Community and Economic Development Leadership
- Crisis Management and Emergency Response Coordination
- Decisive and Ethical Leadership
- Adaptability and Flexibility
- Data-Driven Decision Making
- Coaching and Staff Development

COMPENSATION & BENEFITS

SALARY RANGE:

The Fairfield City Administrator position offers a competitive annual salary range of \$95,000 – \$110,000 annually, commensurate with qualifications and experience.

BENEFITS:

- Retirement through TMRS (7% employee / 2:1 match)
- Medical, dental, vision insurance
- Paid vacation, holidays, sick leave
- Professional development opportunities
- Relocation Allowance \$3000

This entity is an Equal Opportunity Employer committed to building a workforce that reflects the diversity of the communities it serves. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, genetic information, or any other protected status under applicable law.





APPLICATION DEADLINE:

5 p.m. | Friday | December 19, 2025
Expected Start Date: February 1, 2026

Email Cover Letter and Resume in PDF
Format to:

ApplyFairfield@clearcareerpro.com

Faxed and mailed submissions will not
be considered.

For more information on this position contact:

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A special episode of The Clear Voice
podcast featuring Fairfield community
leaders and an in-depth discussion of
this opportunity will be released
alongside this brochure.

Follow The Clear Voice on Spotify,
Apple, Amazon Music, or YouTube to
listen and learn more about Fairfield's
vision and priorities.



Candidate materials will be evaluated
based on the criteria outlined in this
brochure. Those identified as the most
qualified will be invited to participate
in the selection process. The City of
Fairfield will oversee the subsequent
stages of the selection process
following the initial review. Please note
that appointment is contingent upon
the successful completion of a
comprehensive background check
and reference verification.