



# Assistant City Manager

## City of Fair Oaks Ranch

### TEXAS

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# The Community

Fair Oaks Ranch (population 12,297) was incorporated on January 21, 1988. The 12.29 square mile city is a blend of several parcels of land acquired by Ralph Fair, Sr. during the 1930s (which was formerly used for a racehorse operation and later established as a Hereford cattle operation) and newly acquired ETJ from the City of San Antonio. It is established in Bexar, Kendall and Comal Counties. Today the original 5,000-acre parcel blends well with the acquired ETJ and forms a very picturesque and welcoming home for Fair Oaks Ranch residents.

Its small-town charm is family-focused and filled with natural and recreational areas. These include the Fair Oaks Ranch Golf and Country Club, Guadalupe River State Park, Cibolo Nature Center and Honey Creek State Natural Area. Its proximity to city amenities are also enjoyed by residents with just a quick drive to the San Antonio and Boerne areas for shopping, local festivals and area attractions such as the Alamo, the San Antonio Riverwalk, the Witte Museum and the McNay Art Museum.

The community is served by the highly-rated Boerne Independent School District. The district is consistently regarded as a top tier K-12 organization. There are plenty of higher education opportunities nearby as well including the University of Texas at San Antonio, Trinity University, San Antonio College, St. Mary's University, University of the Incarnate Word, St. Mary's University and Texas A & M University at San Antonio.

The median household income in Fair Oaks Ranch is \$138,267 while the average annual household income sits at \$195,662. Fair Oaks Ranch has experienced major residential growth in recent years. The growth has included high quality construction and infrastructure. Home values last year were valued at an average of \$682,694.

Major employers in the area include Joint Base San Antonio, HEB Foods, Boerne ISD, Northside ISD and USAA. The area is also home to several major medical facilities including Methodist Hospital, Baptist Medical Center, the Children's Hospital of San Antonio and many more.

Fair Oaks Ranch enjoys the beauty of Cibolo Creek, charming neighborhoods, and inviting people. Living in this appealing community offers residents a rural feel and most residents own their homes. The City strives to preserve the beauty of the hill country area, its quality of life and the unique history surrounding the land. It is a legacy well worth preserving!



**Population**  
12, 297



**Median Income**  
\$138, 267



**Median Home Value**  
\$682,694

# Governance and Organization

The City of Fair Oaks Ranch (fairoaksranchtx.org) is a Home Rule Municipality with a seven-member City Council comprised of six council members and the mayor. The City Council establishes a vision, considers local legislation, makes appointments to the organization's commissions and committees, approves the annual budget and appoints the City Manager.

The City Manager is the Chief Executive Officer of the City, leading the organization's employees, managing an annual budget of approximately \$20 million and is responsible to the City Council for the management of all city affairs.

The Mayor and all six council members serve staggered three-year terms with City elections held each year. City Council is elected at large representing all residents within the City limits. The Mayor Pro-Tem is selected by the council members each year after the election. The City Council meets the first and third Thursday of every month and will hold special meetings, workshops and public hearings when necessary.

Fair Oaks Ranch has received the GFOA's Certificate of Achievement for Excellence in Financial Reporting for 6 years in a row, the Distinguished Budget Presentation Award five years in a row, and the Popular Annual Financial Reporting (PAFR) Award for two years in a row, making the City a GFOA Triple Crown awardee for the last two years. Major projects underway include Dietz Elkhorn Reconstruction and Wastewater Treatment Plant Expansion. Fair Oaks Ranch has been recognized statewide for the Wastewater Treatment Plant of the Year Award, Wastewater Treatment Operator of the Year and was named the 3rd safest city in Texas. The City of Fair Oaks Ranch currently has 83 employees and a budget that hovers around \$20 million. Its ad valorem tax rate is \$0.3005 per \$100 of valuation.

The City's current departments include Administration, City Secretary, Information Technology, Finance, Human Resources, Municipal Court, and the Public Works Department, which encompasses Engineering Services, Building Inspections, Utilities (Water & Wastewater), and Maintenance. Additionally, the Police Department, overseeing law enforcement and community safety, includes Animal Control services.



# The Position

Under the direction of the City Manager, the Assistant City Manager of Operations will supervise multiple departments and programs including Public Works Maintenance and Utilities, Engineering and Planning, Building Inspections, Environmental Compliance and Code Compliance. Supportive programs may include Communications or Information Technology. The City will align the ideal candidate to their strengths while providing a fluid and diverse environment.

The successful candidate will ensure that the daily operations that fall under their purview align with the City Council's vision, policies and community goals as overseen by the City Manager. The position will manage and coordinate projects, manage employees' performance in their assigned departments, monitor department expenditures, and ensure the City's adherence to federal, state and local laws. The position will further provide data, background information and guidance to the City Manager so that the City Manager has the confidence to make informed decisions.

An emphasis will be placed on the continued monitoring and implementation of the City's Strategic Plan, Capital Improvements Plan, the Comprehensive Plan, the Unified Development Code and the Communications Plan as adopted by the City of Fair Oaks Ranch. As a leader in the organization, this position is expected to demonstrate exemplary character and be an inspiration to employees that he/she supervises.

This position plays an integral role in representing the City to residents, developers, business owners, members of the media, neighboring communities, regional organizations, and state and federal agencies.



# Position Priorities

- Continuing the implementation of management of the City's Strategic Plan
- Manage the Capital Improvements Plan
- Manage and renew the Comprehensive Plan and the Unified Development Code
- Direct the newly adopted City Communications Plan

# Position Challenges

- City limits lie in 3 separate counties
- Limited City workforce
- Limited institutional knowledge - City is 35 years young and is a Home Rule Charter Council-Manager form of govt since 2017
- Developing and retaining staff
- Building skillsets in staff
- Updating many of the city's ordinances, policies, and practices
- Managing growth in a fiscally conservative environment

# Quality Community Characteristics

- Good financial position with high level of reserves
- AA+ (S&P) Credit Rating
- Stable growth environment
- Bedroom community
- Located in the beautiful Texas Hill Country
- Tranquil surroundings
- Low crime area
- Strong sense of community
- Highly rated public school area

# The Ideal Candidate

## MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited college or university in Business, Human Resources, Political Science, Public Administration, or related field required.
- Minimum of five (5) years of progressively responsible administrative and management experience in local government and the private sector, including experience with multiple operations, services, and activities in government, including two (2) years of administrative or supervisory responsibility.
- Valid Texas Class C Driver's License

## PREFERRED CHARACTERISTICS

- Master's Degree preferred in related field of study pertinent to this job.
- Ten (10) years of progressively responsible administrative and management experience in local government and the private sector, including experience with multiple operations, services, and activities in government, including five (5) years of administrative or supervisory responsibility.
- Credentialed Manager (ICMA-CM), Certified Public Manager, or equivalent or ability to obtain within two (years).



# Compensation and Benefits

The City of Fair Oaks Ranch is offering a salary range of \$138,486 to \$210,704 for this position commensurate with experience and qualifications. The starting salary is expected to be within the first third of the salary range. The organization also provides a competitive benefits package including paid medical, dental, vision and life insurance, paid short and long term disability insurance, optional supplemental insurance packages, longevity pay and a City paid employee assistance program. Additional benefits include 13 paid holidays, 1 personal leave day, sick leave with unlimited accruals, vacation leave, and long-term disability.

The City of Fair Oaks Ranch participates in the Texas Municipal Retirement System (TMRS), which pairs a 7% employee contribution with a 2:1 employer match. Vesting is 5 years with a 20-year retirement package.



# How To Apply

The position is open until filled.

First review deadline is 5 p.m. on Friday, May 10th , 2024.

Please e-mail your cover letter and resume in .pdf format to:

[applyforTX@clearcareerpro.com](mailto:applyforTX@clearcareerpro.com)

Faxed and mailed submissions will not be considered.

For more information on this position, please contact:

Kelly Kuenstler, Vice President (575) 496-0939

[kelly@clearcareerpro.com](mailto:kelly@clearcareerpro.com)

Candidate materials will be screened in relation to the criteria described in this brochure.

Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include virtual interviews with the most qualified candidates and final interviews with the City and its representatives. Appointment is subject to completion of a thorough background and reference verification.

*Fair Oaks Ranch is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.*

## Resources

City Website:

<https://www.fairoaksranchtx.org/>

Kendall County Website:

<https://www.co.kendall.tx.us/>

Boerne ISD Website:

<https://www.boerneisd.net/>

Comal County Website:

<https://www.co.comal.tx.us/>

Bexar County Website:

<https://www.bexar.org/>