



# **CITY ADMINISTRATOR**

## **City of Clyde, Texas**

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Clear Career Professionals

# LOCAL LIFESTYLE

Clyde, Texas, offers the perfect balance of small-town charm and strategic opportunity. Located in Callahan County, just 14 miles east of Abilene along Interstate 20, Clyde provides a welcoming atmosphere with convenient access to big-city amenities. Its proximity to Dyess Air Force Base strengthens economic and community connections, making Clyde a city with immense growth potential.

Economic development opportunities abound, thanks to Clyde's prime location along I-20, the city's business-friendly leadership, and a commitment to smart growth and infrastructure development. Recent investments in recreation, education, and cultural initiatives highlight Clyde's focus on both progress and quality of life.

Education is at the heart of the community. Clyde Consolidated Independent School District is well-regarded for its commitment to academic excellence, offering students a comprehensive curriculum, strong extracurricular programs, and a supportive learning environment. The city's investment in youth is further exemplified by the Hanner Sports Complex, a state-of-the-art, 28-acre facility featuring baseball and softball fields, a multi-purpose turf field, tennis and pickleball courts, sand volleyball, a splash pad, and playgrounds. The complex serves as both a regional sports hub and the home field for Clyde High School's varsity teams, drawing athletes and families from across the area.

Beyond its economic and educational strengths, Clyde boasts a lively community atmosphere. The city is recognized for its rich musical and artistic culture, with local events and performances gaining attention across Texas. Clyde's friendly and welcoming spirit is a defining characteristic. Whether you're attending a school event, enjoying a local festival, or simply chatting with neighbors at a coffee shop, you'll find a warm, tight-knit community that makes it hard to leave.



Population  
2,943



Median Income  
\$29,783



Median Home Value  
\$243,400

# WORKPLACE CULTURE

The City of Clyde is guided by a cohesive and forward-thinking Mayor and City Council, deeply committed to ensuring a thriving, well-managed, and progressive community. With a shared vision for growth and stability, the leadership team has cultivated a workplace culture built on trust, professionalism, and collaboration.

The Mayor and City Council take a strategic and balanced approach to governance, respecting the expertise of city staff, department heads, and employees while ensuring that decisions are made with transparency and community input. While Clyde has experienced changes in leadership, the Council is aligned in its commitment to stability, financial responsibility, and long-term planning.

Clyde's City Council understands that strong leadership starts with teamwork. The Council, Mayor, and Interim City Administrator have worked diligently to ensure smooth operations, smart financial management, and a proactive approach to city initiatives. As a result, the city has taken significant steps to correct financial missteps, secure economic stability, and build a foundation for sustainable growth.

The next City Administrator will join a team that values expertise and collaboration, working with engaged council members and dedicated employees who care deeply about the success of the city. Strategic planning and open communication are priorities, ensuring that both leadership and staff remain informed and aligned with Clyde's vision.

City employees are the backbone of Clyde, and leadership is committed to fostering an inclusive, supportive, and results-driven work environment. Each department operates with professionalism, respect, and shared goals, creating a family-oriented and mission-driven atmosphere.

The next City Administrator will step into a workplace culture that values teamwork, professional growth, and innovation. The Council and leadership team recognize the importance of a City Administrator who can lead with confidence, build relationships, and drive economic and community development. Regular communication between staff, leadership, and the public ensures that Clyde remains on an upward trajectory, with major infrastructure projects, business development efforts, and city improvements already in motion.

With a collaborative governance model, engaged employees, and a leadership team committed to long-term success, Clyde is an outstanding opportunity for a City Administrator looking to make a lasting impact.



# HOW YOU FIT HERE

Clyde, Texas, is a Type A General Law City, operating under a council-administrator form of government. As City Administrator, you will serve as the chief executive officer of the city, overseeing daily operations while implementing the policies set by the Mayor and City Council.

The City Council, consisting of five at-large elected members plus the Mayor, is collaborative, forward-thinking, and focused on economic growth, infrastructure improvements, and community well-being. Council members value professionalism, teamwork, and strategic planning, making Clyde an excellent environment for a City Administrator who thrives in a supportive and goal-oriented governance structure.

Clyde's leadership team values stability, trust, and long-term vision. While the city has experienced leadership transitions, the Council and staff are aligned in their commitment to professional governance, financial sustainability, and strategic growth. With critical projects already in motion, the next City Administrator will step into an environment where progress is happening, challenges are being addressed, and the future is bright.

With a strong, engaged City Council, a professional and dedicated city staff, and a community eager for continued success, Clyde presents an opportunity to make a lasting impact in a city with immense potential. If you are ready to lead with vision, build partnerships, and help shape the future of a dynamic and growing city, Clyde is the place for you.



# THE CITY ADMINISTRATOR WE'RE LOOKING FOR

The City of Clyde is seeking a dynamic, experienced, and forward-thinking municipal leader who is ready to guide the city toward a future of growth, financial stability, and community engagement. The next City Administrator will be a strategic thinker with a passion for public service, a strong understanding of small-town dynamics, and the ability to balance economic development with fiscal responsibility.

## Minimum Qualifications

- **Education:** A Bachelor's degree in Public Administration, Business Administration, Finance, or a related field is required. However, significant municipal management experience may be considered in lieu of a degree.
- **Experience:** A minimum of 5 to 7 years of progressively responsible experience in municipal government, with at least three years in an executive leadership role.
- **Government Knowledge:** Familiarity with Type A General Law city operations, including budgeting, personnel management, and infrastructure planning.
- **Financial & Budgeting Expertise:** Proven ability to develop and oversee municipal budgets, manage grants, and ensure financial sustainability.
- **Personnel & Team Leadership:** Experience in hiring, mentoring, and leading municipal teams, fostering a collaborative and productive workplace.

## Preferred Qualifications

- **Education:** A Master's degree in Public Administration, Business Administration, or a related field is strongly preferred.
- **Extended Experience:** More than 7 years of executive-level municipal management experience.
- **Economic Development Acumen:** Demonstrated success in attracting businesses, securing grants, and fostering sustainable economic growth.
- **Infrastructure & Public Works Expertise:** Knowledge of water and wastewater infrastructure planning, capital improvement projects, and municipal utilities.
- **Community Engagement & Leadership:** A visible and approachable leader committed to collaborating with residents, businesses, and elected officials.



# COMPENSATION AND BENEFITS

## Salary

- \$120,000 – \$150,000, depending on qualifications and experience.

## Retirement Benefits

- Participation in the Texas Municipal Retirement System (TMRS) with a 2:1 match at 7% employee contribution.

## Health & Insurance Benefits

- City-paid employee health, dental, vision, and life insurance.
- Dependent coverage available at the employee's expense.

## Leave Benefits

- Vacation Leave:
- Sick Leave:

## Additional Benefits

- 13 paid holidays per year.
- \$500 per month car allowance.
- City-provided cell phone and necessary work-related electronics.
- Relocation assistance is available and negotiable.

While candidates may live outside city limits within a reasonable response time, the City would strongly prefer the manager to reside within Clyde to be fully immersed in the community and its culture.





# HOW TO APPLY

The position is open until filled.

First review deadline is 5:00 p.m. on Friday March 14, 2025.

Please e mail your cover letter and resume in PDF format to:  
[applyclyde@clearcareerpro.com](mailto:applyclyde@clearcareerpro.com)

Faxed and mailed submissions will not be considered.

For more information on this position, please contact:  
Michael Boese, President, Clear Career Professionals  
(972) 837-0916

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

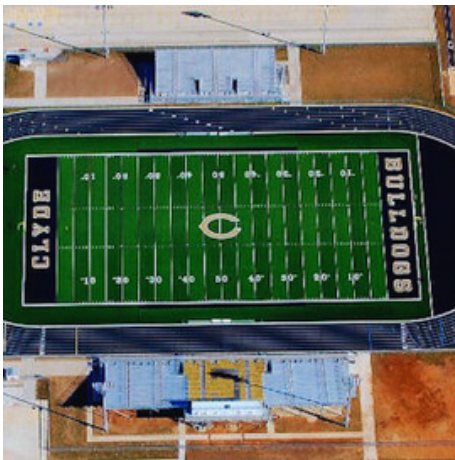
Candidate materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include virtual interviews with the most qualified candidates and final interviews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

## RESOURCES

City Website <https://www.clyde-tx.gov/>

Callahan County Website: <https://www.callahancounty.org/>

Clyde ISD: <https://www.clydeisd.org/>



*The City of Clyde 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.*