



Assistant City Manager



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Picture Yourself Here

As Assistant City Manager for the City of Victoria, you will work alongside City Manager Jesús A. Garza, a collaborative and strategic leader committed to operational excellence, community engagement, and sustainable growth.

Reporting directly to the City Manager, you will serve as a key executive team member, helping to drive Victoria's vision forward while fostering a culture of accountability, innovation, and service.

Operating under a council-manager form of government, Victoria is a dynamic and growing city where leadership plays a pivotal role in policy implementation, departmental oversight, and aligning city initiatives with community needs.

Role and Impact

As Assistant City Manager, you will:

- Lead strategic initiatives in partnership with the City Manager to enhance service delivery and operational efficiency.
- Collaborate across departments, including but not limited to, Public Works, Parks & Recreation, Public Safety, Finance, and Human Resources, ensuring seamless coordination and execution of city priorities.
- Engage with the community, fostering public-private partnerships, economic growth, and enhance public services.
- Provide strategic guidance on major projects, budgeting, and process improvements to drive long-term success.
- Represent the City of Victoria in public forums, building relationships with stakeholders and advocating for community-driven solutions.

This is a unique opportunity to influence the future of Victoria, lead impactful projects, and contribute to a thriving, well-managed city.

If you're a visionary leader with a passion for public service and operational excellence, we invite you to be part of our leadership team!

Our Community

The City of Victoria is nestled in the heart of the Golden Crescent Region of the State of Texas. Victoria offers the perfect balance of small-town charm and big-city convenience. Located just two hours from Austin, San Antonio, Houston, and Corpus Christi, Victoria provides easy access to major metropolitan areas while maintaining its own unique identity. Whether you're drawn to the rich history, strong economy, or vibrant arts and outdoor scene, you'll find that Victoria has something for everyone.

With a diverse population of over 65,000 residents and spanning 34 square miles, Victoria is a place where neighbors become friends and community values shine through in everyday life.

Comfortable living begins here—with a median home price of just \$239,900, families, professionals, and retirees alike can find affordable housing that suits their lifestyle. From family-friendly neighborhoods to luxury homes and even rural country retreats, there's a place for everyone in Victoria.

Community Spirit is alive and well year-round with festivals and events that bring people together. From Tejas Fest to the community art walks, to the Victoria Livestock Show, there's always something to celebrate with live music, great food, and family-friendly entertainment. Love outdoors? Residents enjoy exploring Riverside Park, a sprawling 562-acre green space along the Guadalupe River, complete with hiking trails, a disc golf course, picnic areas, and the Texas Zoo.



City of *Growth*



The Assistant City Manager (ACM) is a pivotal leadership position responsible for driving strategic initiatives and shaping the future of the City's operations. As a key advisor and partner to the City Manager, the ACM will lead and inspire municipal departments, contribute to the effective development and implementation of policies, operational excellence, and sound budget management to deliver high-impact services to the community.

This role offers a unique opportunity to collaborate with elected officials, department heads, and community leaders, ensuring seamless coordination across all City functions. Additionally, the ACM will serve as a public representative, enhancing civic engagement, strengthening relationships with stakeholders, advancing the City's mission. This is a transformational leadership opportunity to drive innovation, execute a strategic vision, and make a lasting impact on the City's growth and success.

Key Responsibilities:

- Serve as the acting City Manager in the absence of the City Manager.
- Support the City Manager in fostering a unified organization, promoting teamwork, and cultivating a culture of accountability.
- Assist with the review of reports, ordinances, resolutions, and official communications for the City Manager, Mayor and City Council meetings.
- Provide guidance to departments on complex policy, strategic, political, and operational matters.
- Address citizen inquiries, directing concerns to the appropriate staff and ensuring timely follow-up on complaints.
- Represent the City in professional, civic, and state/regional committees, advocating for municipal priorities.
- Lead by example, demonstrating exemplary leadership by upholding the City's mission and values and fostering a positive organizational culture.
- Consistently uphold and model the City's Mission and Values.

The Leader we're seeking

We are looking for a collaborative and results-driven professional with a strong background in policy development, operational oversight, budget management, and interdepartmental coordination. The ideal candidate will be a trusted advisor, providing strategic guidance to leadership, representing the City in public engagements, and fostering relationships with elected officials, department heads, and community stakeholders.

If you are seeking a fast-paced environment that is committed to innovation, accountability, and community engagement, we invite you to join us in building a stronger, more vibrant Victoria.

Position Priorities

Strategic Leadership & Planning – Guide policy, budgeting, and operational excellence.

Interdepartmental Coordination – Foster efficiency and cross-functional collaboration.

Community Engagement & Public Relations – Strengthen public trust and partnerships.

Workforce & Infrastructure Development – Oversee talent management and city growth.

Emergency & Crisis Management – Ensure preparedness and resilience.

Innovation & Compliance – Drive modernization while adhering to regulations.

Key Challenges

- Managing competing priorities across departments.
- Balancing fiscal responsibility with service demands.
- Adapting to evolving regulations and community needs.
- Recruiting and retaining top talent.
- Managing political and public expectations.
- Driving efficiency while ensuring sustainability.

Quality Characteristics

- Visionary Leadership
- Strategic Thinker
- Decisive & Adaptable
- Strong Financial Acumen
- Excellent Communicator
- Ethical & Transparent
- Collaborative & Team-Oriented

The City of Victoria believes in taking care of their employees both on and off the job. Their comprehensive benefits package is designed to support employees' health, financial security, and overall well-being, ensuring they can focus on what matters most.

In addition to top-tier medical (High Deductible or Exclusive Provider), dental, and vision coverage, including telemedicine for convenient care, the City also offers flexible spending accounts (FSAs), health savings accounts (HSAs), and an Employee Assistance Program (EAP). Additional coverage includes group-paid life insurance, voluntary life insurance for employees and dependents, long- and short-term disability, and legal & identity theft protection.

Health and Wellness Benefits

- Medical, dental, and vision coverage, including telemedicine for convenient care
- Flexible Spending Accounts (FSA) & Health Savings Accounts (HSA)
- Employee Assistance Program (EAP) for mental health and wellness support
- Group-paid life insurance with voluntary options for employees and dependents
- Long-term & short-term disability coverage
- Legal & identity theft protection
- Wellness programs & gym reimbursement

Financial Security & Retirement

- 2:1 employer match at 6% through the Texas Municipal Retirement System (TMRS)
- Additional retirement savings options through a 457 plan
- Accident coverage, critical illness protection, and hospital indemnity insurance
- Travel assistance for added peace of mind
- Work-life balance & perks
- Generous paid time off (PTO) policy
- 14 paid holidays annually, plus one floating holiday for added flexibility
- Pet insurance for your furry family members
- Supportive, community-driven work environment

Benefits
that WORK
for those
that SERVE

Salary Range:

The Assistant City Manager position offers a competitive salary between \$150K to \$180K annually.

Join the *Team*

Minimum Qualifications

- Bachelor's degree in Public Administration, Business Administration, or a closely related field relevant to local government.
- Minimum of five (5) years of senior management experience in a municipal government environment.
- A combination of education and experience that demonstrates the necessary skills & knowledge to perform the job.

Preferred Qualifications

- Master's degree in Public Administration, Business Administration, or a closely related field relevant to local government.
- ICMA Credentialed Manager designation, Certified Public Manager (CPM) certification, or other pertinent certifications.
- Seven (7) years of senior management experience in a municipal government environment.
- A combination of education and experience that demonstrates the necessary skills & knowledge to perform the job.

The position is open until filled.

First review deadline is 5 p.m. on May 2, 2025.

Please email your cover letter and resume in .pdf format to applyvictoria@clearcareerpro.com

Faxed and mailed submissions will not be considered.

For more information on this position, please contact:

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