



Uhlund

TEXAS

CITY ADMINISTRATOR UHLAND, TX



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Welcome to **UHLAND**

Nestled in a wide green valley along Plum Creek, Umland sits on the Hays-Caldwell County line, where the historic El Camino Real once carried travelers between Mexico and Louisiana. The community's roots trace back to German settlers of the late 1800s, whose strong sense of cooperation and tradition shaped Umland's character.

Originally founded as Live Oak in 1860, the town was renamed Umland in 1900 when its first post office opened, honoring the German poet Ludwig Umland, a favorite of early resident Louis Scheh. The town's early landmarks, including Live Oak Cemetery and the founding of St. John United Church of Christ, reflect the settlers' commitment to faith, family, and community. St. John's beginnings are tied to residents who hosted services in their homes and personally encouraged neighbors to join in worship.

Throughout its early years, Umland grew around family-run establishments such as the Schiwitz General Store, Umland Mercantile, and local blacksmith shops, which served as gathering places and essential services for area farmers. Families like the Seeligers, Schiwitzes, and Wranitzkys played influential roles in shaping the town's economic and social life - evidence of the tight-knit relationships that defined the community.

Umland has long taken pride in its cooperative spirit, earning recognition in the 1940s for community improvement and supporting local agriculture through cotton gins and grain operations. The former Wiegand School, now the Umland Community Center and City Hall, continues this tradition as a place for residents to gather.

Today, Umland blends its rural heritage with a growing mix of small businesses, trades, and churches. Despite change and growth, Umland remains defined by its unique location, deep German-Texas roots, and a strong sense of community connection that continues to guide its future.



ORGANIZATIONAL CULTURE

The City of Uhland, Texas, fosters a small-town, service-oriented organizational culture rooted in transparency, community engagement, and practical governance. Its compact structure boasts a collaborative, cross-functional work environment where staff wear multiple hats and prioritize efficiency. The organization represents community-centered governance with practical & responsive operations. The city's administrative team includes a City Administrator, Director of Finance, City Secretary, Administrative Assistant, Permit Tech, and Utility Clerk. Uhland values hands-on problem-solving, quick decision-making, and adaptability in addressing resident concerns.

The City Council meets monthly and governs through a Board of five (5) Aldermen, emphasizing direct representation and accessibility. It is a general law municipality whose meetings are held monthly. The Council encourages public participation through open meetings and community events, reinforcing a culture of transparency and civic involvement.

The City Administrator is the Chief Administrative Officer for the City of Uhland, responsible for overseeing all city operations, including Budget/Finance, Public Works, Solid Waste, City Secretary, Code Enforcement, and Planning & Development.

The Administrator ensures enforcement of all laws and ordinances, manages all department heads and staff, works with outside agencies, and provides comprehensive administrative support to the Mayor and City Council.

KEY DUTIES:

- Oversee city employment, including hiring, termination, discipline, and removal in accordance with policy.
- Recommend employee and officer salaries to the City Council.
- Attend all City Council meetings.
- Prepare and submit the annual budget; administer the approved budget.
- Provide monthly written reports on departmental operations and expenditures, including budget comparisons.
- Keep the City Council informed of the City's financial status and future needs; make recommendations as needed.
- Submit a year-end report on finances and administrative activities.
- Provide additional reports as requested by the City Council.
- Recommend policy and oversee policy implementation.
- Serve as the City's purchasing agent and manage all procurement.
- Recommend and oversee rules governing departmental business operations.
- Advise the Mayor, City Council, and Economic Development Corporation on economic development opportunities.



SEE YOURSELF HERE



OPPORTUNITIES & CHALLENGES



OPPORTUNITIES

- **Growth Leadership:** Uhland is experiencing rapid development. As City Administrator, you'd have a pivotal role in shaping infrastructure, zoning, and long-term planning to guide sustainable growth.
- **Policy Influence:** You'll work closely with the Mayor and City Council, advising on policy and helping implement strategic initiatives. This is a chance to leave a lasting legacy on the city's governance and operations.
- **Economic Development:** The role includes advising the Economic Development Corporation, giving you a platform to attract investment, support local businesses, and expand the tax base.
- **Operational Oversight:** With direct responsibility over departments like Public Works, Finance, Code Enforcement, and Planning, you can streamline operations and improve service delivery.
- **Community Impact:** In a smaller city, your decisions have visible, immediate effects. This creates a strong sense of purpose and connection to residents.

CHALLENGES

- **Resource Constraints:** With 2023 census bureau population of 2,200, Uhland is seeing a consistent growth rate of 500%. Uhland has a limited budget and staff, requiring creative problem solving and prioritization.
- **Interagency Coordination:** The city spans two counties, which can complicate planning, emergency services, and infrastructure development.
- Managing Growth Pressures amid Rapid development
- Balancing council directives with administrative efficiency

THE IDEAL CANDIDATE

MINIMUM QUALIFICATIONS

- Bachelor's degree in Public Administration or a business-related field.
- Minimum of five years of municipal government administration.
- Solid administrative background.
- Excellent interpersonal and communication skills.
- Commitment to community engagement.
- Understanding of city finance and budget processes.
- Proficiency in finance, human resources, general management, and technology.
- Strong understanding of municipal government operations.

PREFERRED QUALIFICATIONS

- Master's degree in Public Administration or a business-related field.
- Experience with municipal economic development programs.
- Experience in planning and development.

KNOWLEDGE, SKILLS, AND ABILITIES

- Familiarity with municipal economic development strategies and tools.
- Advanced financial management and budgeting skills.
- Strong leadership, organizational, and decision-making abilities.
- Ability to effectively engage with community members, staff, and elected officials.
- Proficiency with modern office technology and software.



COMPENSATION & BENEFITS

SALARY RANGE:

The Uhland City Administrator position offers a competitive annual salary range of \$140,000 -170,000 annually, commensurate with qualifications and experience.

BENEFITS:

- Retirement through TMRS (7% employee / 1:1 match)
- Medical, dental, vision insurance
- Paid vacation, holidays, sick leave
- Vehicle allowance / relocation assistance (TBD)
- Professional development opportunities
- 4-day Work Week

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 | January 2, 2026

Email Cover Letter and Resume in PDF Format to:

ApplyUhland@clearcareerpro.com

Faxed and mailed submissions will not be considered.

For more information on this position contact:

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THE CLEAR VOICE

Follow The Clear Voice on Spotify, Apple, Amazon Music, or Youtube to listen to this and other position podcasts featuring guests from the hiring organization.



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.