

City of Shoreacres' City Manager Qualifications & Desired Attributes

Qualifications

- **General**
 - The City of Shoreacres seeks an exceptionally broad-gauged and visionary leader to be our new City Manager. The successful candidate will be a poised, experienced executive with unquestionable integrity, operational excellence, intellectual breadth and curiosity, convening power and diplomatic skills. He/she will have demonstrated successful executive leadership of a municipality and have a track record of achieving results.
- **Background Check**
 - Must be able to pass a criminal and credit background check; a pre-employment drug screen; and a DMV records check.
 - Must be bondable.
- **Education**
 - A Bachelor's degree from an accredited four year college or university with a degree in business administration, public administration, political science or related field.
 - A Master's Degree in public administration or business administration is highly desirable.
- **Experience**
 - Prior experience as a city manager, assistant city manager, deputy city manager or executive director of a public-sector organization is preferred. However, any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position will be considered.
 - Expertise in enterprise and budget management, agency administration, and the ability to build and maintain collaborative relationships with city council, regional and business partners, surrounding cities, governmental agencies, staff and the community, through open and respectful dialogue.
- **Licenses and Certifications**
 - Credentialed Manager Certification with the International City/County Management Association (ICMA) a plus.

Skills and Attributes

- **Interpersonal Acumen and Communication Skills**
 - Demonstrate a strong moral compass, and sense of personal values.
 - Ability to establish and maintain cooperative working relationships with City Council, government officials, community groups, and the general public.
 - Must be an outstanding communicator; articulate and persuasive, able to convince others to act on information or recommendations based on compelling logic or common best interests.

- Has strong interpersonal skills and ability to work with and motivate employees within all levels.
- He or she will demonstrate open and transparent communication and will be known as someone who is responsive and approachable.
- Operate as a strong yet humble force, respected by peers, superiors, subordinates, and constituents.
- Demonstrate the ability to work positively and effectively with staff and promote positive morale and team building in the organization is highly valued, as is their desire to embrace and be a part of the City.
- **Management and Organization Abilities**
 - Ability to oversee the management of all City of Shoreacres staff and operation in a manner which delegates and empowers department directors to manage their respective departments effectively and efficiently while remaining sufficiently knowledgeable of the day-to-day operations of the City of Shoreacres.
 - Ability to systematically analyze problems, identify options, draw logical conclusions, and recommend appropriate practical courses of action using innovation, creativity, good judgment, and strategic thinking.
 - Ensure that the mission, goals and policies established by the City Council are established and enforced in a timely manner.
 - Knowledge of current social, political, and economic trends and operating problems of municipal government.
 - Possesses excellent judgement, shows wisdom in decision-making, with the ability to balance multiple complex and nuanced internal and external perspectives and considerations to achieve optimal outcomes.
 - Support the use of technology when cost justified.
 - Knowledge of modern and highly complex principles and practices of municipal administration and organization in order to effectively formulate and implement strategic planning initiatives.
 - Bring financial discipline to all aspects of department management.
 - Knowledge of organizational and management principles, practices and techniques, budgeting and fiscal administration and practices.
 - Knowledge of principles and practices of municipal finance, budget preparation, and administration.
 - Experience as Texas Public Funds Investment Act Investment Officer preferred.