

# Position Specification

## City Government

### Assistant City Manager – Development Services

#### ***The Company***

Our client has won countless awards, including Best Places to Live, Best Places to Work, and Best Places to Raise Kids. They feature a wide variety of neighborhoods and urban living centers that are perfect for both families and young professionals. More than 95% of neighborhoods are represented by homeowner associations and neighborhood associations working together with city government to make this City a great place to live. They also offer some of the best award-winning schools in the area.

#### ***The Position***

##### ***Location***

Southwest United States

##### ***Overview***

Under general administrative direction of the First Assistant City Manager and/or City Manager, the Assistant City Manager of Development Services will supervise the Directors of Capital Projects, Development Services, Health and Transportation & Mobility and will have oversight of their departments. Departments include Facility Management, Building Inspection, Development/Engineering, Planning, Traffic and Animal Services. Provides professional counsel and technical advice to the First Assistant City Manager, City Manager, and City Council on matters relating to policy and program development, management, and operation of subordinate functions and departments.

##### ***Reporting Relationship***

This position reports directly to the First Assistant City Manager and/or City Manager.

##### ***Responsibilities***

- Plans, organizes, controls, integrates and evaluates the work of departments to ensure that operations and services comply with the policies and direction set by the City Manager and City Council and with all applicable laws and regulations.
- Provides day-to-day leadership and works with City Management Team to ensure high-performance and a service oriented work environment. Manages, directs, coordinates, and evaluates the activities of subordinate department heads and assistant department heads.
- Recommends appointment and removal of subordinate department heads and other employees.

- Keeps First Assistant City Manager/City Manager fully informed on all aspects of City/departmental operations as well as collaborating and coordinating effectively with others in the City Manager's Office.
- Administers and provides guidance in the areas of: annual budget; project and departmental work schedules; research, preparation and presentation of technical and operational studies and recommendations.
- Administers contracts and finances in compliance with City and State requirements.
- Attends all City Council meetings.
- Effectively represents positions of the City to the public and media and effectively represents the City in professional organizations and at outside activities as needed.
- Communicates effectively and courteously with officials, the public, and other employees in person, in writing, and by telephone.
- Reads and analyzes difficult source documents, contracts/agreements and plans.
- Establish City residency within first 12 months of employment.

#### ***Travel***

Less than 25%

### ***The Candidate***

#### ***Education***

Bachelor's degree in a related field required and a Master's Degree in Public or Business Administration, or closely related field is preferred.

#### ***Professional Qualifications***

- Eight years of progressively responsible experience required in administrative management, with at least three years as a City Manager or Assistant City Manager.
- Must have demonstrated ability to effectively coordinate, collaborate, and negotiate with elected and appointed officials, general public and other city employees.
- Superior skills required in: public speaking; communicating with culturally and educationally diverse audiences; and delegations.
- Proficiency required in computer operation.
- Must demonstrate integrity and high standards of ethical conduct.

#### ***Personal Characteristics***

- Strong interpersonal skills and ability to communicate, build relationships and manage effectively at all levels of the City.
- Excellent problem-solving skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- A leader who sets high standards of performance and inspires others to perform at their best.
- Provides both positive and constructive feedback to all peers and subordinates and will effectively mentor the next generation of leaders.

- A collaborative leader who works well with others and can motivate and cooperate across functions.
- Calm under fire and can handle complexity, multiple demands and pace while staying level-headed and professional.
- A collaborative facilitator who develops relationships and loyalty with his/her colleagues across all functions, levels and business lines, serving as an inspirational coach, leader, colleague, and culture champion within the City.
- A leader and team-oriented consensus builder who understands how to achieve buy-in from diverse constituencies.

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**To learn more about this opportunity or provide a confidential referral, please contact:**

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**Please use this reference code in the subject line of your response:**

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