City Manager
City of Ingleside, Texas
GOVERANCE AND ORGANIZATION

Ingleside has been a home rule city with a city manager form of government since 1951. The City Council is composed of six council members, elected, and one mayor, elected. A professional City Manager is hired by the Council to manage day-to-day operations.

The City of Ingleside is a full-service municipality, providing administrative services, animal services, library, police and fire protection, emergency management, parks and recreation services, building and planning, economic development services, public improvements, streets, drainage, and utilities (water, and wastewater).

The City has an annual budget of $17 million and 100-115 employees.

ABOUT THE POSITION

The City Manager will perform complex executive work in the management of all City departments, programs, services, assets, resources and personnel, serving as chief officer of the City, managing City programs through subordinate departments heads and administrators; assessing City programs and operations and identifying needed improvements, enhancements, modifications, resources and expansions, and related work as apparent or assigned in the field and/or the office. Work involves setting policies and goals under the direction of the City Council. Organizational supervision is exercised over all personnel within the organization.

IDEAL CANDIDATE

The City of Ingleside is seeking an energetic, well-balanced leader to support a collaborative team of dedicated City employees. The ideal candidate will be an excellent communicator with a big picture focus who has the skills and experience needed to help the Council achieve its ideas that will make Ingleside a nice place to live and work and continue the future growth in attracting new businesses, industry, and residential growth, and take the organization to the next performance level.

The ideal candidate will be an experienced administrator with outstanding communication skills. The City Manager must possess a thorough understanding of a small city population needs that includes growth for future and current citizens. It is expected that the person selected will also have extensive knowledge and experience in all areas of infrastructure improvements for all land use growth. It is desired that the selected person has knowledge and/or experience in emergency management.

In addition, the incumbent City Manager will demonstrate the following leadership characteristics:

- Diversity
- Open Communication
- Pride
- Professionalism
- Team Building
- Transparency
EDUCATION & EXPERIENCE

The City Manager shall be appointed solely upon the basis of his/her executive and administrative qualifications and need not, when appointed, be a resident of the City. The City Manager shall have the following minimum qualifications: (1) A Bachelor's Degree and at least three (3) years of municipal government managerial experience or (2) a minimum of six (6) years of municipal government managerial experience. Within six months after appointment, the City Manager must reside in the City unless specifically excused by the City Council.

COMPENSATION

The City of Ingleside offers a salary depending on qualifications and experience. In addition to a competitive salary, the City provides a generous benefits package that include comprehensive medical, dental, vision, and life insurance, retirement (mandatory TMRS at 5%; 2 to 1), paid leave and holidays.

APPLICATION PROCESS

Submissions of cover letters and resume must include desired salary and may be submitted to:

Attention:
Anna Kucera,
Director of Human Resources
2671 San Angelo Street
P.O. Drawer 400
Ingleside, TX 78362
Telephone: 361-776-2517
akucera@inglesidetx.gov

The first review of candidates resumes will be at September 14, 2020. On-site interviews in Ingleside, TX will be conducted by the City Council in November, 2020.

Applicants for this position selected as finalists will be subject to a background review prior to interview. Under the Texas Public Information Act, information from your resume may be subject to release to the public.