

NOTICE OF JOB VACANCY

The City of McAllen, Texas is accepting applications for the position of City Manager.

The City of McAllen is a progressive and dynamic municipal organization operating under a City Commission form of government. Its population is approximately 133,000 with a consolidated budget of \$384 million, total assets of approximately \$1 billion, and a work force comprised of approximately 1,800 employees. In addition to other city services, the city operates an international airport and two international bridges. Recent accomplishments include being ranked #4 Most Popular City People Move To (Fiscal Times -2012), ranked # 7 as the Fastest Growing City in the Nation (Forbes – 2012), ranked #13 in largest retail market in Texas (Texas Retail Survey – 2013), and was named one of the Best Small Cities in America (CNN & Money Magazine -2012). Additionally, the McAllen MSA was named **the fastest** growing metro area in the nation by CNN Money in Year 2012. Recent developments in the retail, trade and education fields only enhance the City's already remarkable stature as one of the most progressive cities in the nation.

The ideal candidate for City Manager must have strong leadership, consensus building, interpersonal and financial skills, and proven effectiveness in working with elected officials, administrative staff, and citizens. A bachelor's degree from an accredited college or university with major course work in government, public administration, business, or related field is required, with at least eight (8) years of progressively responsible management and administrative experience in municipal government with five (5) years of senior executive level management experience in a comparable community. A master's degree in public administration or related field is preferred.

GENERAL PURPOSE: Responsible for managing the internal affairs of the city; develop, recommend and implement city policies, practices, rules, regulations and procedures; report to the governing body; advise the governing body regarding policy options and implementation procedures; carry out legislative directives and decisions; be responsible for contract administration.

ESSENTIAL JOB FUNCTIONS: Please reference City of McAllen Job Description, available on city website www.mcallen.net under Human Resources tab.

SELECTION PROCESS: Initial applications may be reviewed and rated by a screening committee. Candidates may be selected to participate in a panel interview and/or the top candidates may be invited for an interview with the Mayor and City Commission. The final candidate for the position will be required to complete all pre-employment testing requirements as a condition of hire after employment negotiations are completed. Once the pre-employment testing is successfully completed, the final candidate will be selected by motion and vote by the City Commission.

It is the policy of the City of McAllen to provide equal employment opportunity in City government for all persons; to prohibit discrimination in employment on the basis of race, color, sex, national origin, religion, age, marital status, pregnancy, or disability.

APPLICATION PROCESS: To be considered for this position, interested parties must submit a resume with a Letter of Interest to Kevin Pagan, City Attorney at kpagan@mcallen.net . A formal application will be required upon selection. Deadline to submit Letter of Interest and resume is April 30, 2014. Questions regarding the position should be forwarded to Kevin Pagan, City Attorney at kpagan@mcallen.net or by calling (956) 681-1095.

The City reserves the right to modify the selection process or waive any requirement set forth in this announcement. There is no guarantee that any responding applicant will be hired.