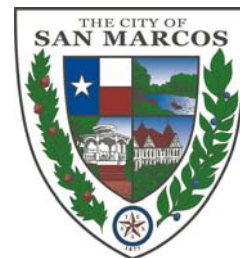


City of San Marcos, Texas

City Manager



A "Texas Treasures" Community

The Community



Welcome to the City of San Marcos, Texas. Located between the State Capitol of Austin and the Alamo City of San Antonio, the "Gateway to the Texas Hill Country" is home to Texas State University, fifth largest public university in Texas, and home to the best outlet mall shopping in the Southwest. San Marcos' desirable location allows residents to enjoy both small city convenience and big city connections. Three of the nation's 10 largest cities are located within 200 miles of this vibrant, fast-growing town. San Marcos is the County Seat of Hays County, the 15th fastest-growing county in the United States. Hays County has an annual growth rate of 5.3% and San Marcos, 4.5%.

BusinessWeek Magazine named San Marcos as one of the "Top 10 Places to Raise Children," while CNN/Money.com reports that Hays County ranks third in the nation for job growth in the last decade, with San Marcos accounting for the majority of the growth.

As a major tourist destination, San Marcos residents welcome visitors to their beautiful community. Located at the gateway to the Texas Hill Country, San Marcos has wonderful places to visit, great places to stay, and the best shopping in Texas! The crystal clear, spring-fed San Marcos River provides a refreshing playground for swimming, canoeing, tubing—and even riding a glass bottom boat at Aquarena Center.

Dramatic scenery, clear water, a mild climate and abundant recreational opportunities combine to make San Marcos a wonderful place to live and work. With San Antonio to the south, Austin to the north, the beautiful Texas Hill Country to the west and the Texas Gulf Coast to the east, there is never a shortage of recreation, entertainment, and special events. Sports lovers can participate in year-round outdoor activities or choose from the area's college and professional sports teams. Residents and visitors also enjoy the many live music and performing arts venues in San Marcos and the surrounding area. San Marcos is ranked as one of the top tourist destinations in Texas, with 11 million visitors coming annually to Tanger Outlet Center and Prime Outlets.

San Marcos' economy is strong and getting stronger. Growth is driven by its pro-business attitude, comparatively low taxes, affordable cost of living, desirable location, excellent quality of life, and abundance of available commercial, industrial and retail sites. Local businesses are expanding, and retail and manufacturing prospects are seeking sites in the area. The outlet malls – the cornerstone of the area's retail growth – have achieved higher-than-predicted sales, and as a result, San Marcos' sales tax revenue has risen significantly.

The quality of life attracts residents from all over the United States, and the number of residential homes being built is increasing every year. The cost of living in San Marcos is lower than the national average, and Hays County unemployment rate is lower than the state unemployment rate. San Marcos is home to the main campus of Texas State in a setting that is unique among Texas universities.



The San Marcos Municipal Airport is centrally located near Interstate 35, just three miles from downtown, 25 miles from Austin and 45 miles from San Antonio. The airport supports more than 100,000 air operations annually. With 1,356 acres, the airport serves general aviation and is home to 300 private aircraft. The airport has three runways, seven interconnecting taxiways, and a 60-acre concrete parking ramp. A new control tower has been completed in 2010 and the City has received federal funds for new infrastructure for airport development. All of these amenities, combined with clear approaches and great Central Texas weather, make the San Marcos Municipal Airport an ideal base of operations for aviation.

Incorporated: 1877
Population: 53,913
University Student Population: 30,800
County Seat of Hays County
City Employees: 554

2009-2010 Municipal Budget: \$146,226,256
Average Home Sale Price: \$155,594
Average High Temperature: 79.6 F
Average Low Temperature: 58.2 F
Average Annual Rainfall: 37.19"

City Government

The goals of the City Government are to safeguard the health, safety and welfare of the City's residents, provide for a high quality of life, foster intergovernmental liaison and communication, encourage responsible citizenship, promote sound community and economic development, conserve and protect the City's natural resources and environment.

The City Council has adopted five goals: Expanding Economic Development, Improving the City's Image, Enhancing the Region's Transportation Grid, Improving Collaboration between the City and Regional Entities, and Supporting Environmental Protection and Smart Growth.

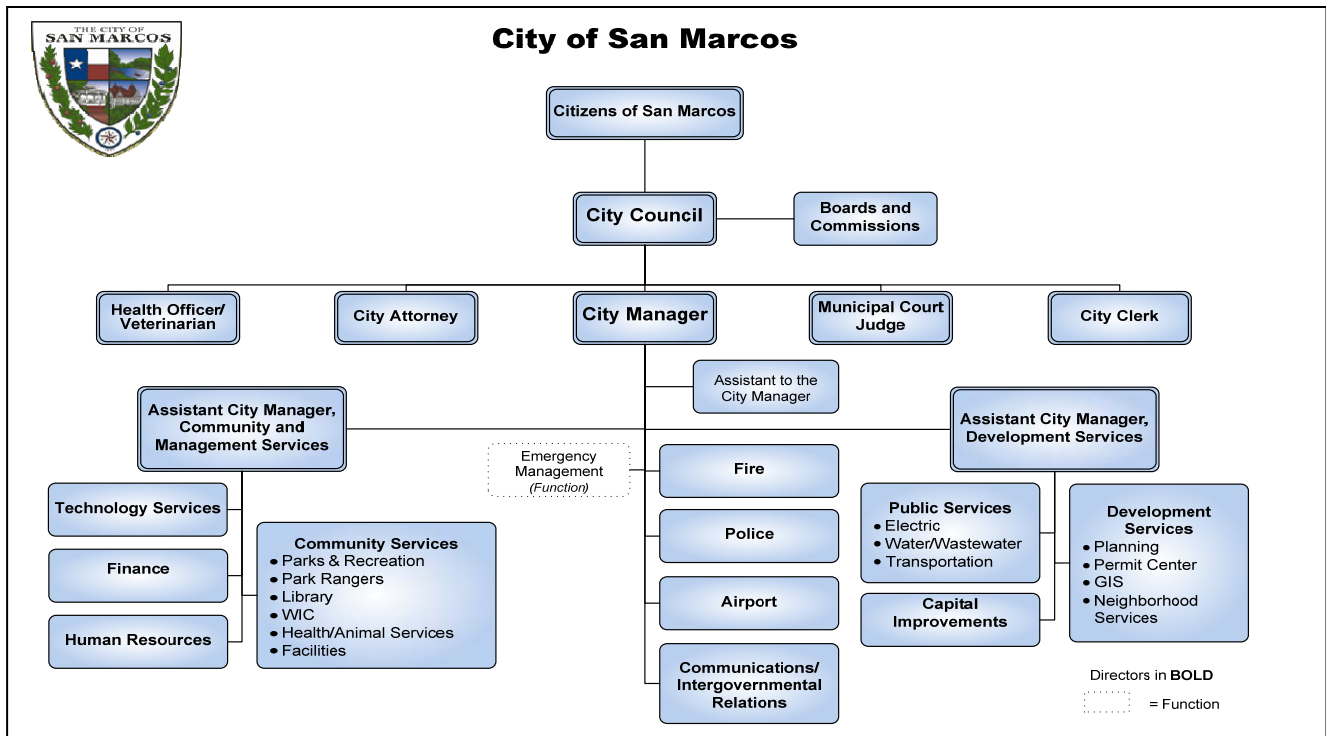


Built in 1975, San Marcos City Hall is located at 630 East Hopkins, just 2 minutes from downtown. It contains the City Council Chambers, where the City Council and Planning and Zoning commissions regularly meet, as well as several other boards and commissions.

City Hall houses the City Manager's office, the City Clerk and Mayor's offices, the Legal department, and the Human Resources department. The City Hall Complex also houses headquarters for Public Services and the Water/Wastewater Utility as well as a Municipal building with Finance, Development Services, Capital Improvement Projects (CIP), Municipal Court and Information Technology. A Permit Center coordinates development plan review and approval.

The San Marcos City Council is composed of a Mayor elected at-large by the people for a two-year term and six Council Members elected at-large for staggered three year terms. Regular City Council elections are held on the general election day in November. The San Marcos City Council meets at 6:00 p.m. on the first and third Tuesdays of each month. The City Council operates under the City Charter adopted by the citizens of San Marcos.

The Council enacts policies, adopts ordinances and resolutions, establishes the annual budget to provide services to the public, and sets the city tax rate, and water, electric and wastewater rates for San Marcos. All City Council meetings (and Planning & Zoning) are open to the public. They are televised live on two local cable systems and video-streamed on the Internet. Citizens are encouraged to attend and participate in City Government!



City Manager Position



The San Marcos City Manager serves as the chief administrative and executive officer of the City, and as such is responsible to the City Council for the overall administration of all affairs of the City. In addition to the oversight of general municipal operations the City Manager oversees an Electric Distribution system, municipal airport and Water/ Wastewater Utility. This individual is expected to exercise a high degree of professional expertise and leadership in the administration and day-to-day management of the City in accordance with policy established by City Council, the City Charter, and Federal, State and Local laws. This individual is responsible for the overall coordination of the City's governmental activities, for the efficient operation of the City, providing management and leadership to the staff, and openly

communicating organizational goals and achievements to the public. The City Council relies heavily on the expertise, judgment and recommendations of the City Manager.

Essential Duties and Responsibilities

- Leads the development, implementation and monitoring of the City's budget. Responsible for financial and economic forecasting and analysis. Reviews financial reports and documentation, communicates with departmental directors and staff regarding budgetary matters. Responds to budgetary needs throughout the fiscal year through administrative action or referral to City Council. Presents the budget to the City Council, submits recommendations for tax rates, user fees and other financial instruments.
- Oversees the administration and management of all City Departments, resources, personnel, capital and projects. Coordinates and communicates with Council appointees for administration of Council policies. Attends Council meetings and workshops. Represents the City on boards, committees, with other governmental entities and at public events. Makes presentations and conducts meetings as necessary.
- Advises departmental directors, staff, and officials on matters of importance; coordinates strategic planning and management efforts with all City departments; assists with the development of goals and priorities; clarifies matters of policy, procedures, or specific instructions as needed; reviews departmental projects and activities; conducts formal evaluations of all directors; appoints, counsels or removes City employees as necessary.
- Responds to citizen inquiries and complaints. Coordinates problem resolution efforts with appropriate departments. Mediates sensitive political issues, conflicting opinions and multiple objectives in the attainment of established goals.
- Manages the City's economic development process, directs research and analysis; synthesizes information and presents findings and proposals on behalf of the City. Works with citizens and developers in the negotiation of service provision, tax abatements/incentives, and other economic development issues.
- Represents the City of San Marcos with federal, state, county and other municipal government officials. Negotiates inter-local agreements and cooperative efforts with outside governmental entities.
- Provides visionary, inspirational leadership, supervision, and general direction for the City management team and staff in support of their efforts towards achieving their established objectives; progressively and positively leads staff through times of change; communicates openly and respectfully at all levels of the organization.

Qualifications

Interested candidates shall possess a Bachelor's degree in Business, Public Administration, Political Science or related field from an accredited college or university. Possession of a MBA or Master's Degree in Public Administration, or related field is preferred. Seven to ten years progressively responsible municipal government experience, with prior service as a City Manager or Assistant/Deputy City Manager, preferred.



The ideal candidate will possess a record of accomplishment and success in economic and community development projects including a demonstrated understanding of growth management in support of environmental, social and economic sustainability. The candidate's background and experience will include exposure to all aspects of a full-service city, the capacity to understand municipal issues on a technical level and the ability to convey them to City Council, staff and citizens in a concise, articulate manner. The City Manager will have demonstrated experience in strategic planning, budget management and ED financing strategies, including directing and coordinating activities consistent with goals, objectives and policies established to achieve the City's strategic plans. San Marcos is a robust community complimented by a large university. The selected candidate will have experience nurturing a positive "town and gown" relationship between the two communities. The chosen candidate will also have a track record of effective relationship building among the city, other government entities and constituent groups for the overall benefit of the San Marcos community.

The ideal candidate will have demonstrated leadership qualities and a genuine interest in improving the community, as well as the capacity and interest to be an effective mentor and leader for the City staff. The chosen candidate will be forward thinking and have the ability to effectively delegate authority and responsibility while maintaining appropriate levels of operational control. The candidate will exhibit strong coordination, communication and team-building skills in working with all levels of the organization, as well as constituent groups. He/she will set a positive example of competence, professionalism, compassion, transparency, ethics and integrity to the organization and the community. The City Manager will have a willingness to maintain a high degree of visibility in the community, both on and off the job. It is essential that this individual be able to work closely, yet objectively, with the City Council and the leadership team in carrying out city-wide initiatives, and setting the tone and vision for the employees and the citizens of San Marcos.

* The chosen candidate must establish his/her principle physical residence in the City within 90 days after the appointment to City Manager per the City Charter.

Compensation and Benefits

Working and living in one the most progressive communities in Texas and experiencing the quality of life found here are exciting aspects of this challenging opportunity.

The City of San Marcos has established a starting salary range commensurate with experience.

A comprehensive package of senior level benefits will be available to the selected candidate, including relocation assistance, as necessary.

How to Apply

Interested applicants should e-mail a letter of interest and a resume to:



Kay Stroman
kay@stromangroup.com
Subject: City Manager

For general inquiries you may reach Kay at: 512/393-1040



The City of San Marcos

630 E. Hopkins St.
San Marcos, Texas 78666
www.sanmarcostx.gov

City Manager Advertisement

Located at the gateway to the Texas Hill Country, between the State Capitol of Austin and the Alamo City of San Antonio, San Marcos has wonderful places to visit, great places to stay, and the best shopping in Texas! This desirable location, home to the main campus of Texas State University, allows residents to enjoy both small city convenience and big city connections. Dramatic scenery, clear water, a mild climate and abundant recreational opportunities combine to make San Marcos a wonderful place to live and work.

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San Marcos is now seeking a City Manager to lead a staff of over 500 and oversee all affairs of the City under the direction of the City Council. In addition to the oversight of general municipal operations the City Manager oversees an Electric Distribution system, municipal airport and Water/ Wastewater Utility.

Ideal candidates will possess a record of accomplishment and success as a strong municipal leader in a growing, full-service city including experience in finance, strategic planning, infrastructure management and nurturing constituent relations. Preferred candidates will possess experience in a "town and gown" environment, and have a genuine interest in improving the community, as well as the capacity and interest to be an effective mentor and leader for the City staff.

Requirements include a Bachelor's degree in Business, Public Administration, Political Science or related field from an accredited college or university. Possession of a MBA or Master's Degree in Public Administration, or related field is preferred. Seven to ten years progressively responsible municipal government experience, with prior service as a City Manager or Assistant/Deputy City Manager, preferred.

Closing date for this position is September 2, 2010. Interested candidate should apply immediately by providing a cover letter, comprehensive resume, salary history and professional references via e-mail to Kay Stroman, The Stroman Group, LLC, kay@stromangroup.com. Please call Kay at 512/393-1040 for general inquiries. A detailed profile for this position is available on the City of San Marcos website at jobs.sanmarcostx.gov.