

THE CITY OF TEXARKANA, ARKANSAS
is accepting applications for the
following position:

City Manager

Full-time

CITY PROFILE:

The City of Texarkana, Arkansas was founded in 1873 and incorporated in 1880 and is located on the Arkansas - Texas state line in the southwest corner of the State of Arkansas. The City is 28 miles south of Oklahoma and 25 miles north of the Louisiana boundary line. The City currently occupies a land area of 42 square miles and serves a population of approximately 30,000.

The City of Texarkana, Arkansas operates under the city manager form of government. Policy-making and legislative authority are vested in a governing council consisting of the mayor and six other members. The Board of Directors is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and hiring both the City's manager and attorney. The City Manager is responsible for carrying out the policies and ordinances of the Board of Directors, for overseeing the day-to-day operations of the City, and for appointing the heads of the various departments. The Board of Directors is elected on a non-partisan basis. Board Directors serve four-year staggered terms with three directors elected every two years. The mayor is elected to serve a four-year term. The six directors are elected by ward. The mayor is elected at large.

SUMMARY OF ESSENTIAL DUTIES:

The City Manager position's objective is to plan and manage all operations of the City of Texarkana, Arkansas in accordance with policies set by the City Board of Directors. This position will also provide direct oversight of all departments, including the appointment and removal of employees and other personnel actions. This position will also establish personnel policies and procedure guidelines for City operations. In collaboration with the Mayor and Board of Directors, the City Manager will be responsible for creating and leading the implementation of goals and objectives for the City. The City Manager will also delegate to department directors the responsibility for attaining their portion of the City's goals and objectives and ensures integrity and innovation as critical organizational values. The following positions will be directly overseen by the City Manager: City Manager's Secretary, Finance Director, Public Works Director, Parks Director, Police Chief, Fire Chief, City Clerk, Court Clerk, Chief Probation Officer, Media Relations Manager, Bi-State Maintenance Manager, and Animal Services Director.

The City Manager will represent the City Board of Directors in the enforcement of all obligations in favor of the City and its residents that are imposed by law, or under the terms of any public utility franchise. The City Manager will also represent the City at various conferences, community events and special programs. He/she will also attend meetings of the City Board of Directors and serves as the City representative on designated Boards and Commissions. The City Manager will also be responsible for ensuring all approved City ordinances and resolutions are followed.

The City Manager will advise the City Board of Directors and makes recommendations as to the financial condition and future needs of the City. He/she will ensure accountability by providing regular reports to the City Board of Directors regarding key issues and actions taken. He/she will

also ensure the financial integrity of the City through Budget development, monitoring, regular reporting on the financial condition of the City and effective management of its fiscal resources. The City Manager administers the City budget after adoption by the Board of Directors. The City Manager will approve establishment of programs/policies that will aid in maintaining the financial integrity and service levels of various City Departments. The City Manager will also be responsible for preparing and presenting the annual budget to the City Board of Directors.

The City Manager will be responsible for contracting for and purchasing, or issue purchase authorizations for, supplies, materials, and equipment for City departments, offices, and agencies; contracting for, or authorize contracts for, services to be rendered to the City or for the construction of City improvements.

The City Manager is responsible for establishing and developing viable relationships and partnerships with members of various community interest groups, neighborhood organizations, the media, the business community and other service and governmental agencies to foster a sense of cooperation and collaboration within the community. This position will also develop standards and reviews the performance of departments; reviews departmental performance in obtaining stated goals and objectives.

POSITION SPECIFICATIONS:

Candidate must possess knowledge on the following subjects: management principles and practices, public administration principles and practices, and budget process for large organizations. Candidate must also possess the following abilities: direct the activities of managerial and professional employees, develop and implement administrative plans, policies, and procedures, develop evaluation standards, prepare detailed narrative and statistical reports and recommendations, and communicate effectively both orally and in writing with individuals and groups.

The successful candidate will hold a Bachelor's degree in Business Administration, Public Administration, or a related field. Candidate should have at least five (5) years experience of progressively responsible municipal work experience at the level of City Manager, Deputy City Manager, Assistant City Manager, or other senior city management official, or as a private industry senior executive officer in an organization of comparable complexity. Equivalent combinations of education and experience will be considered.

Qualified applicants may submit a letter of interest and resume until 5:00 p.m. March 15, 2023 to the City of Texarkana, Arkansas, Personnel Department at 216 Walnut St., Texarkana, AR 71854 or by email to Rachel.Hopkins@txkusa.org. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.