



ASSISTANT CITY MANAGER FOR DEVELOPMENT SERVICES

City of Amarillo Position Profile

The Community

Amarillo sits at the crossroads of America, almost equidistant from both coasts, with a population of over 194,000 residents and covering 100 square miles. Amarillo is the 14th largest city in Texas in terms of population. Located in Potter and Randall Counties in the Texas Panhandle, it is the county seat of Potter County. Amarillo is situated at the intersection of Interstate 40 and Interstate 27, approximately 120 miles north of Lubbock, 360 miles northwest of Dallas-Fort Worth, and centered approximately 275 miles from both Albuquerque and Oklahoma City.

The City of Amarillo and the associated region have a quality of life that makes living and working in the area very attractive. Amarillo has an ample workforce and low property taxes. Amarillo citizens enjoy some of the lowest water and sewer rates in the state, and some of the lowest gas and electric rates in the nation.

Amarillo is the regional center for emergency management and homeland security coordination, hospitals, medical facilities, higher education, shopping, and entertainment for the 26 counties of the upper Panhandle of Texas and communities in Oklahoma, New Mexico, and southern portions of Kansas and Colorado.

Amarillo has a diversified economy. Two mainlines of the Burlington Northern Santa Fe Railway intersect at Amarillo and provide direct service to 11 major locations. Local businesses and industries include energy research and development, beef processing, agriculture, copper refining, wholesale distribution, fiberglass production, defense contracting, aviation assembly and maintenance, metal machining and finishing, and oil and gas production.

The medical community is very important to the Amarillo economy. Texas Tech Health Sciences Center, located in Amarillo, has a consolidated 20-acre medical center comprising the schools of medicine, pharmacy, and allied health. The City is also home to the Thomas E. Creek VA Medical Center, which includes a 120-bed skilled nursing facility. Amarillo's two major hospitals are Baptist Saint Anthony's Healthcare System and Northwest Texas Healthcare System, affiliated with Universal Health Systems. Baptist Saint Anthony's has been rated one of the top 100 hospitals in the United States for several years.

The arts are well represented in Amarillo. The Globe-News Center for the Performing Arts is home to the Amarillo Symphony, Amarillo Opera, and Lone Star Ballet, while also hosting a variety of concerts, touring shows, and special performances. Amarillo Little Theater presents local productions of drama and comedy each season. Museums include the Amarillo Museum of Art, the American Quarter Horse Museum, and the Don Harrington Discovery Center & Space Theater. The Panhandle Plains Historical Museum, located in nearby Canyon, is the largest history museum in Texas.

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The Community, continued

In addition to diverse art venues, Amarillo is located just 20 miles away from the spectacular and historically rich Palo Duro Canyon State Park, the nation's second largest canyon offering camping, hiking, biking, and horseback riding. In addition, the scenic mountains of Colorado and New Mexico are only five hours away.

Amarillo boasts numerous park facilities, including the Amarillo Zoo, three public swimming pools, four public and three private golf courses, miles of walking trails, and abundant outdoor play equipment. Wildcat Bluff Nature Center introduces visitors to the area's native plants and animals. Amarillo is also home to an amusement park, a water park, two skate parks, the Amarillo Botanical Gardens, and three professional sports franchises. The Tri-State Fairgrounds hosts many national rodeos and equestrian events, as well as exhibitions.

Within the corporate limits of the City of Amarillo, there are five independent school districts. The Amarillo Independent School District (AISD) is recognized at the state and national level for quality programs and an innovative approach. Other public school districts include Bushland ISD, Canyon ISD, Highland Park ISD, and River Road ISD, and several private schools are available.

Amarillo also offers a rich environment for higher education. In addition to Texas Tech Health Sciences Center providing education for medical students and residents in four different specialties, West Texas A&M University, with a student population of over 7,500, offers a doctoral program in agriculture, 60 undergraduate degree programs, and 43 graduate degree programs. Amarillo College is a public community college with six campus locations with more than 160 different programs of study.

City Organization

The City of Amarillo enjoys a very healthy governance and political environment. The City of Amarillo is a home rule municipality and operates under a Council-Manager form of government. The Amarillo City Commission consists of the Mayor and four Commissioners. The entire Commission is elected at the same time in the month of May during odd numbered years.

The City Commission appoints a professional City Manager, who is responsible for the day-to-day operation of all city departments. In addition to providing traditional city services, Amarillo also operates a zoo, civic center and performing arts hall, two municipal golf courses, and the Amarillo Rick Husband International Airport with commercial air service provided by American, United, and Southwest airlines.

The City of Amarillo has 2,045 full-time employees and 346 part-time employees. The FY 2012-2013 budget is over \$271 million including a Capital Improvement Program (CIP) budget of over \$40 million. The current property tax rate is \$0.32009 per \$100 valuation, which is the one of the lowest in Texas.



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About the Position

The Assistant City Manager for Development Services is a new position and will perform highly responsible planning, administrative, and managerial work assisting the City Manager and in coordination with two other assistant city managers. The Assistant City Manager for Development Services will have five direct reports, oversight of approximately 600 employees, and responsibility for the Divisions of Development Services, Utilities, and Public Works. This position will also have a close working relationship with Fire Prevention.

Development Services	Utilities	Public Works
Building Safety	Water Production, Distribution, and Transmission	Engineering
Planning	Wastewater Collection and Treatment	Streets/Traffic Administration/Traffic Field Operations
	Surface Water Treatment	Solid Waste Collection and Disposal
	Water Reclamation/Environmental Laboratory	Municipal Garage
		Drainage Utility

Issues & Challenges

Population Growth. Amarillo is experiencing rapid residential growth. The population is expected to increase by more than 20,000 within the next 20 years. There are currently five new residential developments planned that will be a catalyst for additional retail and commercial development.

Department Collaboration. It will be essential for the new Assistant City Manager for Development Services to encourage collaboration and communication between all departments that participate in the development services workflow. A focus for the incumbent will be to enhance efficiency through streamlined and customer-focused processes.

Comprehensive Plan. The City adopted a new Comprehensive Plan in October 2010. The plan discusses issues related to existing community conditions and sets a framework to assist the City in future land use development decisions that will provide quality development within the City. The Amarillo Comprehensive Plan can be viewed at www.amarillo.gov/pdf/Adopted_Comp_Plan_10-12-10.pdf. The City is moving forward on an action plan to implement the various goals expressed through the Comprehensive Plan. The Assistant City Manager for Development Services will play a key role in this implementation process.



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Issues & Challenges, continued

Annexation. Amarillo is changing its philosophy on annexation. In the past, annexations occurred at the request of the property owner. The City is transitioning to a more proactive annexation strategy, and it will be important for the new Assistant City Manager to communicate with both citizens and the City Commission as this change takes place.

Aging Infrastructure. Aging infrastructure is a significant issue. A drainage utility plan and fee were recently implemented. The new Assistant City Manager should be fiscally conservative but creative in finding ways to address infrastructure and other service demands. Integrated capital improvements budgeting will be essential.

Upcoming Projects. Upcoming projects for the Development Services Group include evaluation of development fees and revisions to zoning ordinances and subdivision policies.

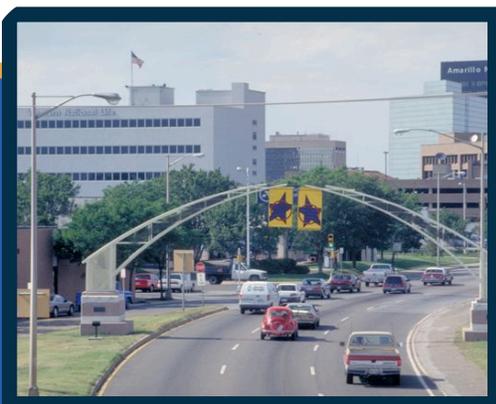
Ideal Candidate

The Assistant City Manager for Development Services will be actively involved in the conception and implementation of all new development related initiatives. Encouraging strong communication and eliminating “silos” will be a priority to deliver streamlined, customer-focused development processes that enhance efficiencies and deliver quality service. An individual who has the vision, insight, and experience to see the broader picture in terms of community progress and growth is desired.

The ideal candidate will be an excellent communicator with the ability to establish and maintain effective working relationships with citizens, elected officials, employees, state agencies, developers, local businesses, and industries. The new Assistant City Manager will work closely with and provide support to the Amarillo Economic Development Corporation.

A municipal government professional who is able to develop a high performing team, motivate and mentor managers, and delegate effectively will be successful. The successful candidate must demonstrate strong leadership skills and be able to encourage departmental ownership and accountability as well as organizational collaboration. The ideal candidate should be skilled in strategic planning, policy and decision-making, organization development, and performance management.

Knowledge of the principles and practices of city management is vital. Financial and budgetary expertise and the ability to manage capital improvements will be important. Comprehensive knowledge of local, state, and federal laws, and development related regulations is essential, along with the flexibility to handle diverse issues with varying completion schedules.



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Education & Experience

The successful candidate must have a Bachelor's degree in Engineering, Public Administration, Urban Planning, or a closely related field, and five (5) or more years of progressively responsible experience as a department head, division director, or equivalent in municipal government. A Master's degree in Public Administration, Urban Planning, or a related field, is preferred. Designation as a Certified Public Manager is a plus. Residence within the City limits within six months of hire date is required.

Capital budgeting and contract management experience is required. Experience in high-growth development areas, including broad experience in planning/zoning, engineering, public works, or related field is required. Experience working with developers in a growth-focused environment is required. The successful candidate must have experience in the implementation of development and strategic planning, policy and decision making, and organization of multiple programs, projects, operations and/or functions.

Compensation & Benefits

The City of Amarillo offers a competitive starting salary, depending on qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS) at a seven percent employee deposit rate with a municipal matching ratio of 2:1. A full range of leave and insurance benefits is also provided.

Application Process

Please apply online at <http://apply.governmentresource.com>

For more information on this position contact:

Jacque Wedding-Scott, Senior Vice President
Strategic Government Resources
JWeddingScott@GovernmentResource.com
303-916-6115

The position is open until filled. For the review status of this position, please visit:
www.GovernmentResource.com/pages/CurrentSearches.

The City of Amarillo is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.



Resources

www.amarillo.gov
www.amarillo-chamber.org
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www.centercity.org
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