



City of Huntsville, Texas City Manager

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Huntsville was founded in 1835 by Pleasant Gray and grew quickly with prominent settlers who arrived from Alabama, Tennessee, and Virginia. It was incorporated as a city in 1846. From the city's inception, it was considered the center of education and law, and was the home of many military leaders during the years of the Republic of Texas. Huntsville also served as the residence of Sam Houston, the first and third President of the Republic of Texas and later Governor of the state where he is recognized in Huntsville by the Sam Houston Memorial Museum and a 66 ft. statue on Interstate 45.



Huntsville is located in Walker County on the Interstate 45 corridor between Houston and Dallas, Texas. According to the 2000 census, Huntsville covers 31.0 square miles and has a population of 35,078.



Huntsville is home to Sam Houston State University, the Texas Department of Criminal Justice, the Huntsville State Park, the HEARTS Veterans Museum of Texas, and the Texas Prison Museum. Sam Houston State University is a public university founded in 1879. Students select Sam Houston State University for its quality academic programs and the personal interaction available for students with tenured professors. The 2007 student population in the university was approximately 16,445. The university is the second major employer in Huntsville employing 2,885 residents.

The first state-run prison, the Texas Department of Criminal Justice (TDCJ), opened in Huntsville in 1848 and has enjoyed a true partnership with the City of Huntsville and its people. Since that time, the agency has maintained headquarters in Huntsville and has employed thousands of county residents in every position from correctional officer to executive director, bringing millions of dollars to the local economy and striving at every turn to be a good neighbor. The Texas Department of Criminal Justice ranks as the major employer of Huntsville employing 6,096 residents. The entire TDCJ agency houses approximately 155,000 inmates with 21,850 inmates housed in the Huntsville region.



Huntsville State Park is a nearby scenic 2000-acre recreational area that compliments several city parks. The heavily wooded park adjoins the Sam Houston National Forest, home of the 105-mile Lone Star Hiking Trail. The State Park is a venue for camping, hiking, biking, nature viewing and fishing around scenic Lake Raven, a 210-acre lake.

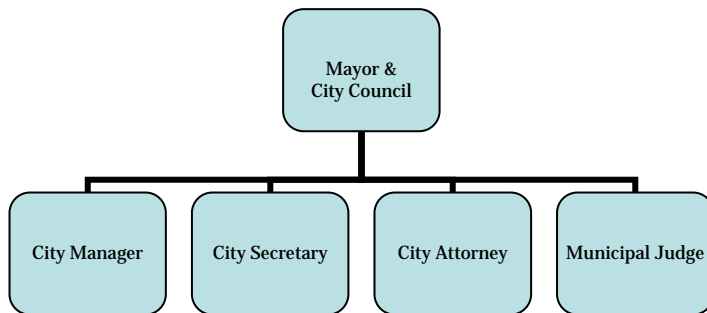


The City of Huntsville is a beautiful, small-town community that is rich in history and culture. In Historic Downtown Huntsville, antique stores, galleries and museums combine with over 40 retail shops and restaurants, a restored log cabin visitor center and over 20 registered historic sites.

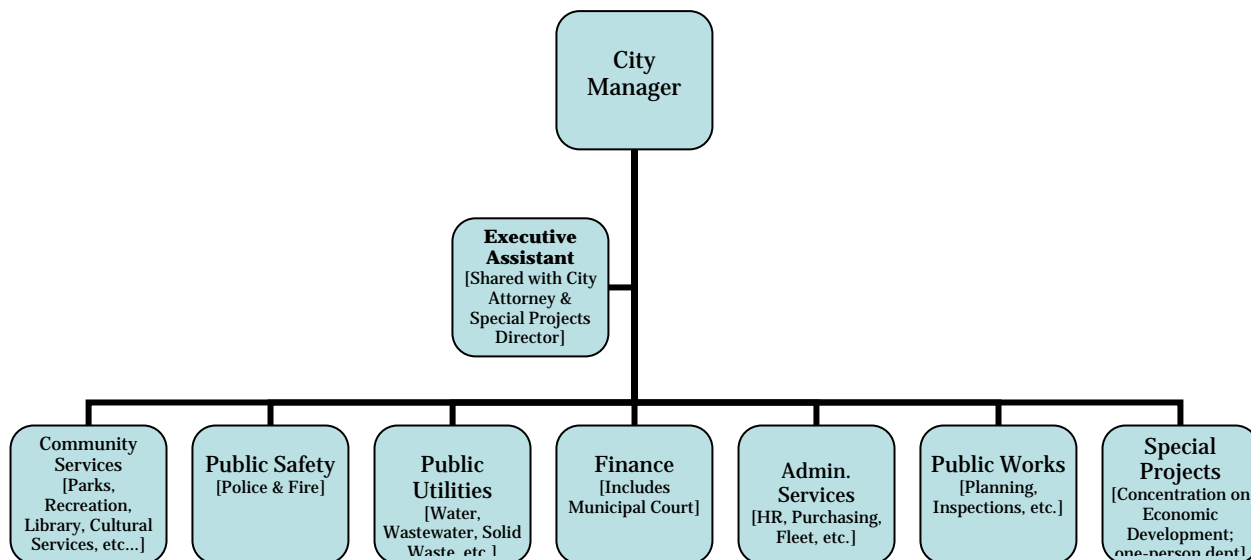
Residents in Huntsville enjoy a moderate climate with four distinct seasons. They experience mild winters where temperatures rarely drop below freezing. Summers are hot and humid with occasional thundershowers. Spring and fall weather is delightful with moderate temperatures and long periods of sunny days and cool nights.

We serve Huntsville by providing high quality, continuously improving public services for present and future generations.

**City of Huntsville
Organization Chart – Charter Officers**



**City of Huntsville
Organization Chart – City Manager’s Office**



The City of Huntsville operates under a home rule charter adopted in 1968 as a Council/Manager form of government. The City is governed by a City Council composed of the Mayor and eight Council Members. Mayor J. Turner was elected as the Mayor of Huntsville in June 2005. There are approximately 261 full time employees within the city.

The City Council is elected under a modified single member district plan with four members elected from four Wards in which they reside and the Mayor and four Council members elected at large. The Mayor and Council members-at-Large may reside anywhere in the City.

Under the Huntsville City Charter, the City Council appoints the City Manager. The Mayor, subject to confirmation and approval of the City Council, appoints the City Attorney, City Secretary, Municipal Court Judge, the Certified Public Accountant, and all members of all Boards.

Total FY2008 Budget:
 Budget operating expenses: \$47,940,969
 General fund only expenses: \$14,691,796
 Capital budget: \$10,735,355

The Position

Under the policy direction of the City Council, the City Manager will provide supervision and general direction to include the following functions:

- Serves as the Chief Executive Officer of the City who is responsible to the City Council for the proper administration of all of the City's affairs.
- Helps develop the City's mission, implements policies and oversees legislative processes.
- Formulates, reviews and submits the City's annual budget to Council, and is responsible for its administration after adoption.
- Advises Council of the financial condition of the City and makes recommendations concerning its future needs.
- Effectively communicates between the City Council, the City employees and the citizens of Huntsville by serving as the principal communicator with the public and representing the City on boards, committees, with other governmental entities and at public events.
- Helps to preserve and enhance the quality of life for the citizens of Huntsville by actively seeking economic and community development opportunities.
- Respects and deals effectively with City officials, City staff, and the public by observing the City's guiding principles.
- Performs other duties as may be required by the City Charter or by the City Council not inconsistent with the City Charter.

The Ideal Candidate

Interested candidates should possess a Bachelor's Degree in Public or Business Administration or a related field. Possession of a Master's Degree in Public Administration or a related field is preferred. Seven years of increasing responsibility in Public Administration is required. Previous experience as a City Manager or Assistant City Manager is preferred.

The ideal candidate will have knowledge of administration principles, including the basic principles of organization, management and budget preparation. They will be innovative and creative and be a champion of new initiatives while serving the City of Huntsville. He/she should possess a record of accomplishment and success in community development projects and an understanding of economic development processes. This individual should display fiscal responsibility and have a solid understanding of core city services. The City Manager should have demonstrated experience managing operations by directing and coordinating activities consistent with established goals, objectives and policies. The focus of the City Manager is on strategic, tactical, and project management and it will be imperative that the individual understands the city's core operations. This individual will have a genuine interest in becoming a part of the Huntsville community.

The City Manager should have strong communication skills and must have the capacity and interest to be an effective mentor and leader for staff. He/she will have political acumen and the ability to make firm recommendations and decisions based on professional judgment, employee input and experience. The City Council will rely heavily on the expertise, judgment and recommendations of the City Manager so this individual should have the ability to effectively delegate authority and responsibility while maintaining appropriate levels of operational control. The candidate must exhibit strong coordination and relationship-building skills and exhibit a positive level of competence, professionalism, energy and work ethic in working with the entire 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. This is a key position within the City government and it is essential for the successful candidate to work closely with the City Council in carrying out citywide initiatives and setting the tone and vision for the employees of the city.

Salary

The City of Huntsville is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance may be available for the successful candidate if they live outside of the area.

To Apply

Interested applicants should forward a transmittal letter of interest and a resume to:

Arcus Public
600 North 2nd Street, Suite 100
Harrisburg, PA 17101

Phone: 877.570.8040
Email: resume.public@arcus.net
Subject: CM - Huntsville

