

## Dumas, Texas City Manager Position

The **City of Dumas** is seeking a community-focused leader dedicated to public service to serve as its next City Manager. The City of Dumas is a Home-Rule City (Commission/Manager Form of Government) located approximately 40 miles north of Amarillo. The City is home to almost 15,000 residents and has an annual budget of \$15 million. The City Manager working with the City Commission will set policy and the vision for the growth and development of the community. The City Manager's daily responsibilities include implementing the Commission's goals through the coordination of the City's programs and services, leading a City staff of 113 and overseeing special projects. The City Manager is responsible for the day-to-day operations of the City as well as the establishment of City policies, procedures and regulations.

The City of Dumas is looking for a charismatic, experienced public administration professional with exceptional interpersonal skills to be the next City Manager. The ideal candidate will demonstrate broad experience in all areas of municipal operations and understand the details and finances associated with municipal services, promote exceptional customer service, set obtainable goals to progress City initiatives, and lead in economic development and growth initiatives. The ideal candidate is committed, decisive, collaborative, service-oriented and an outstanding communicator. The chosen candidate will lead the City of Dumas with integrity, vision, consistency, and actively work to achieve goals through consensus building.

This position requires a bachelor's degree from an accredited college or university in public administration, political science, business administration, or a related field as well as five years of experience as a city manager, finance director, or other high-level management/supervisory role within local government. A master's degree in public or business administration, or another professional or technical field related to a major function of local government, is preferred. Ideally, candidates will have at least seven years of experience as a city manager, deputy city manager, or assistant city manager. Candidates must also have or be able to obtain a Texas driver's license and must be bondable. An equivalent combination of education and experience sufficient to perform the responsibilities of the position may be considered.

The City of Dumas is offering a salary range of \$120,000 to \$170,000 along with competitive benefits for this position dependent upon experience and qualifications. The Panhandle Regional Planning Commission has been contracted to assist the City with this search. A full job description can be found at <http://theprpc.org/city-of-dumas-CityManager.pdf> and city description at <http://theprpc.org/dumas-CityDescription.pdf>. To apply for this position, send a cover letter, resume with references, salary history, and requirements to Alex Guerrero, LGS Director, Panhandle Regional Planning Commission, 415 SW 8th, Amarillo, Texas 79105 or email the full document package directly to [aguerrero@theprpc.org](mailto:aguerrero@theprpc.org). Address questions to Alex Guerrero at 806-372-3381 or email at [aguerrero@theprpc.org](mailto:aguerrero@theprpc.org). Deadline: November 15, 2024 or until the position is filled.

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

**JOB DESCRIPTION  
CITY OF DUMAS**

**City Manager**

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<b>Reports To:</b>	City Commission	<b>FLSA Status:</b>	Exempt
<b>Pay Type:</b>	Salaried	<b>Salary Range:</b>	\$120,000 to \$170,000

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**Job Summary:**

Manages and directs the day-to-day activities of the City of Dumas based on the ordinances and policies established by the City Commission. Responsible for the managerial oversight of all department heads and subordinate staff included on the City of Dumas payroll in order to meet the needs of the citizens of the City. Work involves planning, coordinating and directing all aspects of City operations; formulating ordinances/regulations; developing City budget and controlling expenditures; and providing information and assistance to the general public. Oversees the operation of each of the City's departments including: Police, Fire, Public Works/Parks and Administration, and any other departmental designation agreed upon by the City Commission. The City Manager shall be responsible for the oversight and implementation of all of the City's special projects including grant implementation. Work shall include serving as a representative of the City of Dumas on City, County, Regional and State Boards and professional organizations that directly benefit the City of Dumas. Ongoing professional development in the areas of public administration and management are expected. The City Manager will provide the leadership to fulfill the City's mission statement and core values of the City of Dumas.

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**Essential Job Functions:**

- Serves as Chief Administrator and Executive Officer of the City
- Supervises and coordinates activities of all City Departments
- Prepares annual City budget and presents it to City Commission
- Ensures that all laws and City Ordinances are enforced
- Follows City Commission guidelines and instructions within the law
- Advises the City Commission on the financial condition of the City and pending needs
- Maintains a visible and active profile in the community
- Maintains and handles sensitive information in a prudent and professional manner
- Represents the City with citizens, local business & partners, and the public
- Interprets and applies federal, state, and local laws and regulations
- Participates in local, regional, and state-level networking opportunities
- Develops, implements, and maintains a long-range plan, goals, objectives, and policies for the City subject to approval by the City Commission
- Serves as a resource to City Commission, department personnel, City staff, outside organizations, and the public
- Appoints and removes department heads and subordinate officers or employees of the City
- Recommends ordinances, resolutions, contracts and other procedural items to the Commission
- Monitors payment of all funds to ensure items fall within procurement & budget standards
- Prepares general correspondence, reports, agreements, and studies
- Responsible for agendas and supporting material for City Commission, boards, and committees
- Responsible to the City Commission for the proper administration of all City affairs and responsibilities that may be assigned by the Commission
- Establishes and maintains an effective system of communication throughout the City
- Continues professional development to maintain and enhance job performance

- Responds to media inquiries, City Commission concerns, and community needs
- Prepares policy and procedural proposals review and approval by the City Commission
- Attends all meetings of the City Commission and participates as appropriate
- Responsible for maintaining and operating the City in a prudent and professional manner
- Performs all other duties as required

**Required Education, Certificates, and/or Licenses:**

- Bachelor's Degree in Public Administration, Political Science, Business Administration or Management, or related field is required
- Knowledge of municipal government functions including accounting, budgeting, public safety, water and wastewater, streets, recreation, utilities, aviation, governmental rules and regulations, and other areas related to governmental functions
- Knowledge of ethical considerations in local government
- Minimum of 5 years' experience in executive or management level municipal position or equivalent
- Master's degree in Public Administration or Business Administration preferred
- Certified Public Manager preferred

**Knowledge, and Skills:**

Knowledge of federal, state and local laws; knowledge of Home Rule municipalities in the State of Texas; ability to establish and maintain effective working relationships with employees, other local, state and federal agencies and the general public to promoting and maintaining an excellent quality of life for the community.

- Knowledge of effective speaking practices
- Knowledge of federal, state, and local governing laws and statutes
- Time management
- Problem solving
- Public relations
- Long range planning
- Data analysis
- Budgetary skills
- Employee management
- Program and policy evaluation
- Demonstrated computer skills
- Public speaking
- Strong writing skills
- Solve practical problems with a variety of variables
- Work with mathematical concepts such as probability, statistical inference, and geometry
- Read, analyze, and interpret documents and governmental regulations

(Mental and physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.)