



Spearman, Texas City Manager Position

The **City of Spearman** is seeking a collaborative, servant leader with strong character and a desire to build both external and internal relationships to effectively serve as its next City Manager. The City of Spearman is a General Law City Type A (Council/Manager Form of Government) located approximately 90 minutes northeast of the City of Amarillo. The City of Spearman is seeking a City Manager to be the City's chief administrative officer responsible for planning, managing operations, and leading a skilled city employee workforce. The City Manager will manage an annual City budget of approximately \$5.6 million and deliver exceptional City services to the 3,171 residents. The City Manager will work intimately with the City Council to create policies and goals to provide for the necessary programs and services of the community.

The City Manager's daily responsibilities include implementing and accessing City programs and operations and identifying needed improvements, enhancements, modifications, resources and expansions to better serve the City. The City Manager will lead a City staff of 26 in managing day-to-day operations, overseeing special projects and administering various grant projects. The ideal candidate will demonstrate an aptitude for leadership, build consensus and possess a broad knowledge of municipal operations. The ideal candidate will be a results-oriented, team-builder with strong customer service, communication, and the ability to work with a variety of personalities

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 a minimum of two years of experience in an executive or management level municipal position. Ideally, candidates will have at least two to four 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 Spearman is offering a competitive salary with a range of \$100,000 to \$120,000 and a benefits package for this position dependent upon experience and qualifications. The Panhandle Regional Planning Council has been contracted to assist the City with this search. A full job description can be found: <http://theprpc.org/spearman-citymanager.pdf> To apply for this position, send a cover letter, resume with references, salary history, and requirements to Max Seymour, LGS Program Coordinator, Panhandle Regional Planning Council, 415 SW 8th, Amarillo, Texas 79105 or email the full document package directly to mseymour@theprpc.org Address questions to Max Seymour at 806-372-3381 or email at mseymour@theprpc.org

Deadline: **April 1, 2026** or until the position is filled.

The City of Spearman 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 SPEARMAN**

City Manager

Reports To:	City Council	FLSA Status:	Exempt
Pay Type:	Salaried	Salary Range:	\$100,000 to \$120,000

Job Summary:

Manages and directs the day-to-day activities of the City of Spearman based on the ordinances and policies established by the City Council. Responsible for the managerial oversight of all department heads and subordinate staff included on the City of Spearman payroll in order to meet the needs of the citizens of the City. Work involves planning, coordinating and directing all aspects of City operations; 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, Utilities, Administration, and any other departmental designation agreed upon by the City Council. The City Manager shall be responsible for the oversight and implementation of all of the City's special projects including grant implementation. In addition, the City operates a municipal airport, a public golf course, and provides natural gas services as a utility to residents. Work shall include serving as a representative of the City of Spearman on City, County, Regional and State Boards and professional organizations that directly benefit the City. Ongoing professional development in the areas of public administration and management are expected.

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 Council
- Ensures that all laws and City Ordinances are enforced
- Follows City Council guidelines and instructions within the law
- Advises the City Council 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 Council
- Serves as a resource to City Council, 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 Council
- 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 Council, boards, and committees
- Responsible to the City Council for the proper administration of all City affairs and responsibilities that may be assigned by the Council
- 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 Council concerns, and community needs
- Prepares policy and procedural proposals review and approval by the City Council
- Attends all meetings of the City Council 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
- Minimum of 2-4 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 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

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
- Ability to lift up to 25 pounds
- 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.)

CERTIFICATES AND LICENSES REQUIRED

Texas Class C Driver's License is required; Any applicable license is a plus