



ASSISTANT CITY MANAGER

City of Euless, Texas

THE COMMUNITY

Eules is a dynamic, growing city with more than 61,555 residents in 16.2 square miles, centrally located within the Dallas/Fort metropolitan area. Named the best place to live in United States for jobs, safety and diversity by the [New York Times](#), Eules features beautiful tree-lined streets, a wide range of housing options, excellent educational and workforce opportunities, a robust business friendly environment, a dedication to historic preservation, and strong community leadership and partners that make the City Simply FabEules!

While many factors combine to make Eules a truly special place, the people in Eules bring these vibrant qualities to life. Residents enjoy the City's welcoming and neighborly atmosphere and family-friendly amenities, including a public library, recreation center, over 600 acres of parkland, hike and bike trails, and the Texas Star Sports Complex that encompasses the Parks at Texas Star, Children's Health StarCenter, and the nationally acclaimed Texas Star Golf Course and Conference Centre. Superior schools (Hurst-Eules-Bedford and Grapevine-Colleyville ISDs), a wide range of housing options, and convenient access to all the DFW metroplex has to offer, make Eules an outstanding community in which to live, work, and play.

Incorporated in 1953 and located in Tarrant County, Eules is readily accessible by State Highways 183, 360, 121 and 10. Its centralized location provides quick access to both Dallas and Fort Worth metropolitan areas — it's approximately 16 miles west of Dallas and 16 miles east of Fort Worth — and is adjacent to Dallas-Fort Worth International Airport, the second busiest airport in the United States and third busiest airport in the world.

The diverse economy in Eules includes a healthy mix of retail, office, and industrial businesses. The City offers a great quality of life for young professionals, families, and empty nesters alike. Eules also has an above-average household income and affordable housing, with a median income at \$77,403 (just above Texas's \$72,284 median) and an average home value of \$353,622. The Dallas Cowboys AT&T Stadium, Texas Rangers Globe Life Field, and Globe Life Park in Arlington, within minutes of Eules, continue to attract additional tourism to the



THE COMMUNITY *continued*

City by hosting concerts and sporting events. There are many entertaining things to do in Euless. See a movie or outdoor concert at the Leon Hogg amphitheater. Go golfing at the award-winning Texas Star Golf Course, home of the Raven's Grille with its mouthwatering chicken fried steak. Unwind at the Euless Family Life Center, complete with an active Senior Citizen Center, Fitness Center, and Recreation Center. This facility is home to an outdoor aquatic park, a water playground and splash pad for children, and a natatorium for year-round swimming. History buffs should check out the Historic Heritage Park, the Fuller House Museum, Himes Log House, and McCormick Barn. The recently renovated Mary Lib Saleh Euless Public Library is another can't-miss destination, as it is one of the largest libraries in Northeast Tarrant County with year-round reading clubs, workshops, and special events. While maintaining its identity and preserving history, Euless is well-known as a comfortable, mid-size community with a hometown feel. Major employers in Euless include Sky Chefs, HEB ISD, Target, Lowe's, SRM, Quik Trip, Life Outreach International, Dave and Buster's, and Lazy Dog. Renowned medical facilities include Texas Health Resources HEB Hospital and JPS Northeast Tarrant. College students have easy access to the University of Texas at Arlington and Tarrant County College, as well as numerous other options in the greater DFW metro area.

The City of Euless has approximately 468 acres of undeveloped land outside of DFW Airport. Development is currently underway at a 60-acre development called Watercolor, located along SH 360 and SH 183, and with various infill and redevelopment tracts throughout the City. During the last several years, the City has worked with developers on several major, mixed-use centers. Glade Parks, a 200-acre mixed-use development that is approximately 90% built out provides about 1.2 million square feet of retail and office space and includes a unique residential component. Numerous businesses have opened in this development, creating increased property values and retail sales. In fact, HEB Grocery Stores recently announced Euless as the site of their latest store coming to the DFW area, with an anticipated opening in 2026. The City also recently welcomed Founders Parc, a 56-acre mixed-use redevelopment project located on the south side of State Highway 183. This development of 259 new single-family homes, 285 urban lofts, and over 57,000 square feet of retail and commercial space is near completion.

Additional projects are in progress for Euless, including: a revised Parks Master Plan, which focuses on improving the quality of life for the community by adding additional hike/bike trails, park amenities, and upgrades; construction on a new Fire Station 2; renovation and significant expansion of the Police and Court Building; a new Animal Services Facility; and finalization of a \$16 million street reconstruction project.



GOVERNANCE AND ORGANIZATION

The City of Euless is a home rule city operating under a council-manager form of government. The City Council is comprised of the Mayor and six Council Members, who are elected at large, serving three-year terms, with no term limits. The City Council has the authority to enact local legislation, levy taxes, adopt budgets, determine policies, incur debt, and appoint the City Manager, City Secretary, City Attorney, and Municipal Court Judge. The City Manager reports directly to the City Council and serves as the chief executive officer of the organization and is responsible for the daily management of all City departments. Several boards and commissions assist the Council in deciding matters of policy and procedure and meet on various issues throughout the year.

Euless provides a full range of municipal services to its citizens, including:

- Police and Fire protection
- Emergency Ambulance Service
- Municipal Court
- Development and Code Services
- Construction and maintenance of streets and highways
- Parks and Recreation
- Water and Wastewater
- Library operations

Private contractors, through franchise agreements, provide solid waste and recycling collections and disposal services for the City.

The Government Finance Officers Association (GFOA) awarded Euless a Certificate of Achievement for Excellence in Financial Reporting for the last 36 consecutive years and the GFOA's Distinguished Budget Presentation Award for the last 33 years.

The City has 412 full-time employees and 153 part-time employees, with a total 2024 fiscal year budget of \$149.2 million and an ad valorem tax rate of \$0.4575 per \$100 in valuation.



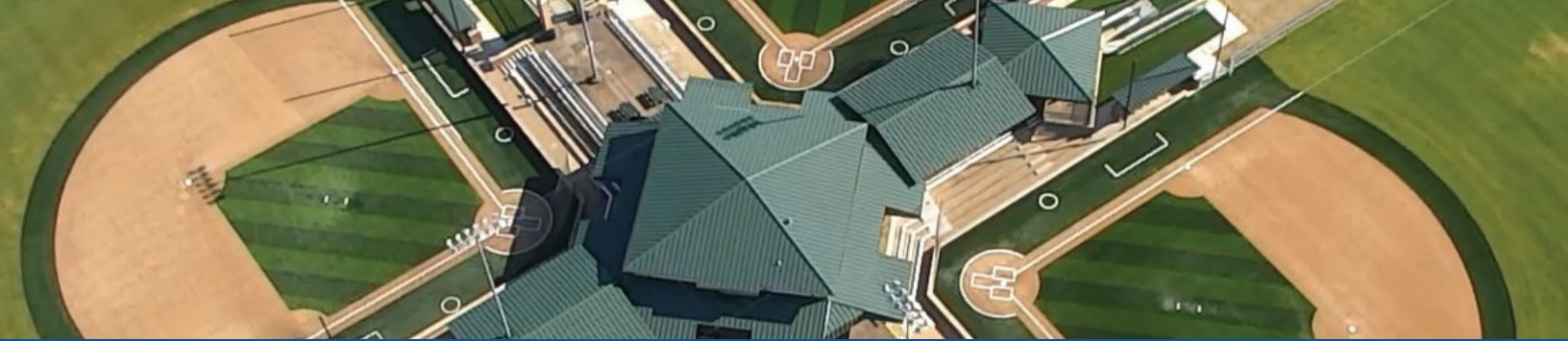
ABOUT THE POSITION

The City of Euless is seeking an experienced, innovative, community-oriented servant leader to take on the role of Assistant City Manager (ACM) and serve as a key member of the City Executive Team. We are looking for someone with a strong track record of successfully managing the many and varied aspects of city operations. Under the broad direction of the City Manager, the ACM is responsible for planning, organizing, coordinating, administering, directing, and evaluating municipal activities, goals, and policies. Along with managing the overall operations of the assigned departments, the ACM will perform a variety of administrative duties and responsibilities involved in the development and coordination of City programs and boards and provide highly responsible managerial support to the City Manager.

The Assistant City Manager will join a mature team of committed professionals who work well together. Some of the additional responsibilities the Assistant City Manager will perform include, but are not limited to:

- Assisting the City Manager in the management and review of the activities and operation of the City by overseeing and participating in the administration of departments and programs; and directing the development and implementation of City goals, objectives, policies, and priorities.
- Collaborating with the City Manager to develop and oversee capital improvements, budget, and expenditures.
- Coordinating citywide programs among departments to ensure successful completion and advises City Manager of progress and program status.
- Consulting and directing assigned Department Heads and staff to review, plan, and discuss policies, programs, strategies, and/or other issues of concern.
- Representing the City by acting as a liaison for community organizations, assigned boards, committees, and civic groups.
- Directing and managing community engagement efforts and other government agencies by coordinating special events, giving presentations, gathering information, and organizing and presenting reports.
- Managing the overall operation of assigned departments.
- Preparing letters, statements, memoranda, minutes, complex reports and statistical or other documents for the City Manager and City Council.
- Attending all meetings of the governing body and serve as a liaison between the governing body, employees, and the public
- In the absence of the City Manager, assuming the responsibilities of acting City Manager when requested.
- Monitoring existing and proposed State and Federal legislation and regulations and make recommendations regarding City response.





IDEAL CANDIDATE

The City of Euless is seeking an experienced and leadership-minded ACM with a demonstrated track record of excellent work, a dedicated servant leader who is a team player and embraces the “Euless Way.” The Assistant City Manager will have the experience necessary to handle most municipal government matters, and will play a significant role in the City Manager’s Office in providing day-to-day management of City Departments, projects, and programs. Both organizational and community fit are paramount. The incoming ACM is required to have excellent time management skills, and be an expert communicator who is adept at delivering regular presentations to City Council, various boards and commissions, and engaging in public speaking opportunities within the community.

The ideal candidate will also possess the following attributes:

- Experience as a City Manager, Assistant/Deputy City Manager or senior department director in a contemporary, small to medium-sized municipality, where growth management, customer service, high ethical standards, and open communications are valued.
- Considerable knowledge and experience in public finance administration.
- Experience with external municipal services such as Development, Code Enforcement, Library, Parks, and Public Works with a municipal organization.
- Effective leadership skills with a focus on developing and maintaining positive working relationships with all City employees, elected and appointed officials, and the public. A strong team-building orientation will greatly assist the next ACM in building a culture of excellence and innovation.
- Ability to carefully navigate politically sensitive situations. Approachable and able to bridge varying interests and engage thoughtfully with stakeholders to create a positive customer experience.
- Ability to meet the public and to discuss problems and complaints tactfully and effectively.
- Ability to maintain excellent customer service to both internal and external customers, including regional and community partners.
- Ability to demonstrate awareness of and sensitivity to the audience, adjusting personal style accordingly. Ability to present information in a confident manner.
- Ability to interpret and apply applicable laws, rules and regulations, analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Highly effective communication skills with the ability to connect and listen empathetically.
- The ability to write clear and concise reports, memorandums, directives and letters.
- Experience in public administration principles and practices necessary to establish and maintain satisfactory working relationships with city council members, city directors, other city employees, and citizen groups.

EDUCATION AND EXPERIENCE

This position requires a bachelor's degree from an accredited college or university in public administration, political science, finance, business administration, or a related field. A master's degree in public administration, or related field, is preferred but not required. A minimum of ten (10) years of increasingly responsible experience in municipal management with at least five (5) years of senior management experience in municipal government or public administration is required. Previous experience as an Assistant City Manager or similar position is preferred. A valid Class C Texas motor vehicle driver's license with a good driving record is required.

COMPENSATION AND BENEFITS

The salary range for this position is \$190,000 – \$225,000, dependent on qualifications and experience. The City provides a full range of benefits including health, dental, vision, and life insurance, paid vacation and sick leave. The City participates in the Texas Municipal Retirement System (TMRS) a 7% employee deposit rate with a 2:1 municipal matching ratio and also provides updated service credits and a cost-of-living component in the TMRS structure.



APPLICATION PROCESS

[Please apply online](#)

For more information on this position contact:

Larry Gilley, Senior Vice President

LarryGilley@GovernmentResource.com

325-660-4208

The City of Euless 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

City of Euless

eulesstx.gov

Chamber of Commerce

heb.org

