The Community

The historic and beautiful community of Gladewater is situated in Northeast Texas at the crossroads of U.S. 271 & U.S. 80, between the larger cities of Longview and Tyler. This location affords residents access to all of the amenities of a larger locale while being able to enjoy the charms of small town living. Gladewater is a quiet community that treasures its past while embracing the future. Located halfway between Dallas and Shreveport just North of Interstate 20, Gladewater is waiting to give you a hometown welcome when you visit. The City is known as the Antique Capital of East Texas and offers great shopping and dining opportunities. Gladewater is a recognized National Main Street City. Once you experience the relaxed country atmosphere and friendly neighbors, you will want to stay and call Gladewater home.
Community Highlights

- Lake Gladewater serves as the city’s water supply, as well as, plays host to numerous water enthusiasts every year. A recent Texas Parks and Wildlife Boating Access Grant provided $450k in renovations to the launch area.

- The City has completed a $2.3M new ballpark complex in 2017 containing 7 fields, concession and restroom facilities and a parking lot.

- The downtown area boasts over 200 antique vendors

- Numerous volunteer and civic groups within the community: Rotary Club, Lions Club, Chamber of Commerce, Former Students Association, Gusher Days Committee, Rodeo Association, Manna House, Ministerial Alliance and the list goes on.
• There are two school districts within the city limits of Gladewater: Gladewater ISD and Union Grove ISD. Each school district has recently had successful school bond elections with construction underway. Gladewater ISD passed a $35M bond to provide a new middle school and renovations to its intermediate campus. Union Grove ISD passed a $9.9M bond to provide a competition gymnasium and a 700-seat auditorium.

GOVERNANCE & ORGANIZATION

Gladewater is a Home-Rule city operating under and Council/Manager form of Government. The City Council consists of the Mayor and 6 Council members, all elected by place and serving staggered two-year terms. The City Council appoints a professional City Manager who is responsible for the implementation of City Council policy and the day-to-day operations of the organization.

The City has 62 full-time and 18 part-time employees with a $6.2 million annual operating budget. The ad valorem tax rate is $0.75 per $100 of valuation. Municipal services provided by the City include fire, police, animal control, municipal court, building inspection, planning /development services, street & park maintenance, library, airport, sanitation/recycling, water treatment & distribution and wastewater collection and treatment. Property tax is the City’s largest revenue source with Sales Tax a close second. The city also has a Type A Economic Development Corporation funded by 1/2¢ sales tax.

Within city hall, there exists a tenured and supportive staff. A cooperative spirit exists between this staff and council in all city endeavors, big and small. Gladewater residents have a rich sense of community involvement. This is exemplified by large participation in civic groups, volunteer groups, and school activities.

LEADERSHIP & INNOVATION

The City Council seeks a mature, thoughtful, highly ethical and inclusive leader with a charismatic personality and exceptional interpersonal skills to become the next City Manager. They seek a Manager who has the ability to handle a crisis and communicate both good and tough situations with the Council (transparency). The new City Manager must be strong in Public Works and "infrastructure" issues and/or possess the ability to keep, train or hire those who are.

The council seeks a Manager who is strong in strategic planning, driven to find appropriate solutions and has the ability to work to promote structure in the organization.
IDEAL CANDIDATE

The next City Manager should be a proven and strong proactive manager with exceptional communication and negotiation skills. The ideal candidate will provide information and guidance to the City Council, as the governing body, to aid in making appropriate decisions. It will be important for the chosen candidate to create a close relationship with the City Council confirming mutual trust and high productivity. The City Council seeks a secure individual who respects a fair amount of involvement of the Mayor and Council Members.

The incoming City Manager should be a creative, innovative, and collaborative leader with the ability to unite the organization with a shared sense of purpose. The successful candidate will motivate and challenge staff, promote teamwork, fully articulate expectations, delegate responsibility with clarity, and continue building a culture of accountability. A strong focus on following the Code of Ordinances for standard operating procedures is a must and is necessary to continue with the reputation of a professionally managed municipality.

The City Council desires a City Manager with demonstrated finance and budget skills who is fiscally responsible and recognizes the importance of being entrusted with the use of public funds. The new City Manager shall have the ability to guide the City Council in making financial decisions benefiting the community and equip the organization with the resources necessary to deliver exceptional quality customer service.

It will be important for the next City Manager to be active in the community on both a personal and professional level. The City Manager must be courteous, friendly, and able to provide direct customer service to citizens.

EDUCATION & EXPERIENCE

Graduation from an accredited college with a Bachelor’s degree in business administration, public administration or closely related field; a Master’s Degree is preferred – Certified Public Manager (CPM) or similar credential is a strong plus. A minimum of at least 5 years of progressively responsible management experience in municipal administration; prior experience as a City Manager/Administrator, Assistant City Manager or Department Head in a larger city is desired. Consideration will be given for significant experience in lieu of education. Candidate must have knowledge in general management principles, budgeting procedures, planning, economic development, human resources regulations, general knowledge of public works and State and Federal regulations of a variety of programs. Must be bondable, have a current Texas state driver’s license; satisfactorily pass a criminal background evaluation and pre-employment drug screening. The City Manager is required to live within the city limits.
COMPENSATION & BENEFITS

The City offers a competitive salary commensurate with qualifications and experience. Auto and cell phone allowances, as well as, professional development expenses, are provided. The City participates in the Texas Municipal Retirement System (TMRS) at a 5% employee contribution rate with a municipal matching ratio of 1½:1. A full range of leave and insurance benefits is also provided.

APPLICATION PROCESS

One may apply online at: http://tml.associationcareernetwork.com/JobSeeker/Jobs.aspx?abbr=TML
Or send a letter of interest and resume to the following address:

Melba Haralson, City Secretary
City of Gladewater
P.O. Box 1725
Gladewater TX 75647
or
mharalson@cityofgladewater.com
(903) 845-2196

The position is open until filled. However, first review of applications is anticipated to begin September 15, 2017.

The City of Gladewater is an Equal Opportunity Employer and values diversity in its workforce.

Applicants selected as finalists for this position will be required to submit references and will be subject to a comprehensive background check.

ADDITIONAL RESOURCES

City of Gladewater
www.cityofgladewater.com
Gladewater Economic Development Corporation (GEDCO)
www.gladewateredc.com
Gladewater Chamber of Commerce
www.gladewaterchamber.org
Gladewater ISD
www.gladewaterisd.com
Union Grove ISD
www.ugisd.org