

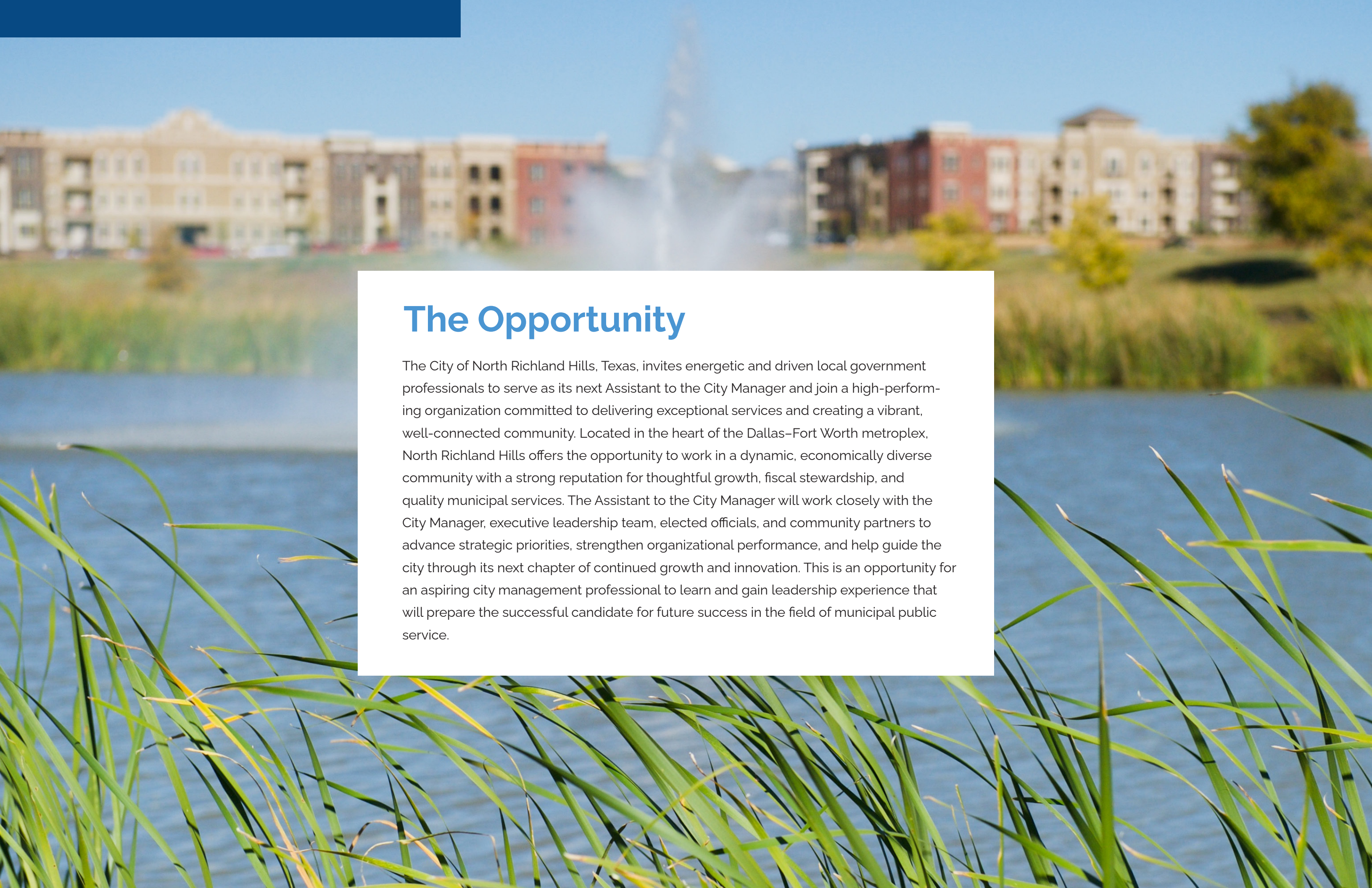


ASSISTANT TO THE CITY MANAGER

City of **North Richland Hills, Texas**

Recruitment Services Provided By





The Opportunity

The City of North Richland Hills, Texas, invites energetic and driven local government professionals to serve as its next Assistant to the City Manager and join a high-performing organization committed to delivering exceptional services and creating a vibrant, well-connected community. Located in the heart of the Dallas–Fort Worth metroplex, North Richland Hills offers the opportunity to work in a dynamic, economically diverse community with a strong reputation for thoughtful growth, fiscal stewardship, and quality municipal services. The Assistant to the City Manager will work closely with the City Manager, executive leadership team, elected officials, and community partners to advance strategic priorities, strengthen organizational performance, and help guide the city through its next chapter of continued growth and innovation. This is an opportunity for an aspiring city management professional to learn and gain leadership experience that will prepare the successful candidate for future success in the field of municipal public service.

About North Richland Hills

The City of North Richland Hills, Texas is an 18 square mile thriving community within the Dallas/Fort Worth metropolitan area. The community of more than 74,000 residents is the fourth largest city in Tarrant County and conveniently located within minutes from Dallas/Fort Worth International Airport. A former rural farming and ranching community, North Richland Hills is a hub of activity and opportunity. The city has an estimated build out of 83,000 residents and celebrated its 70th anniversary in 2023.

Low crime rates, excellent schools, outstanding government services, enviable neighborhoods, and abundant recreational opportunities provide an exceptional quality of life. Residents cite the convenient location of North Richland Hills (NRH) to almost limitless amenities, as one of the main appeals of choosing the community as a place to live and raise families. NRH is also home to over 1,200 businesses and 30 major employers. Top employers include Medical City North Hills, Health Markets, Tyson Prepared Foods, XPO Logistics, Portfolio Recovery Associates, Smurfit Kappa, A to Z Therapy and Give Me The VIN. With increased growth in the local economy, the residential housing market is equally strong. Pricing for new residential construction is rising with an average new home value of over \$400,000. As a community that is largely built out, the focus has shifted to redevelopment of existing properties and enhancing the quality of life for residents.

Residents enjoy the city's welcoming and neighborly atmosphere and family friendly amenities including a highly regarded public library and recreation center, Iron Horse Golf Course and NRH20 Family Water Park. Numerous recreational opportunities appeal to a diverse population of citizens. With a median resident age of just over 39 years old, interests in quality-of-life activities are widespread. NRH has over 800 acres of park land, featuring playgrounds, more than 30 miles of hiking and biking trails, pocket parks, community parks, sports leagues, an aquatic park, concerts and other special events.

Students in the City of North Richland Hills are served by the highly acclaimed Birdville and Keller Independent School Districts. Birdville ISD serves more than 22,000 students on 32 campuses in grades Pre-K through 12 and NRH is home to the Birdville Center of Technology and Advanced Learning. Keller ISD offers quality education to more than 34,000 students in grades Pre-K through 12 on 42 campuses. Private schools in the area offer additional choices for families. Numerous options are available for those seeking higher education. The Northeast campus of Tarrant County College is located partially in NRH and five other major colleges are located within 30 minutes.





City Government

North Richland Hills is a Home Rule City operating under a Council-Manager form of government. The City Council is comprised of a Mayor and seven City Council Members, all elected at-large and serving three-year terms. The City Council appoints the City Manager, City Attorney, City Secretary, and Municipal Court Judge.

With a FY 2027 all funds budget of \$179.1 million and ad valorem tax rate of \$0.555144 per \$100 of assessed value, the 602 full-time and 350 part-time and seasonal City employees deliver a full range of municipal services.

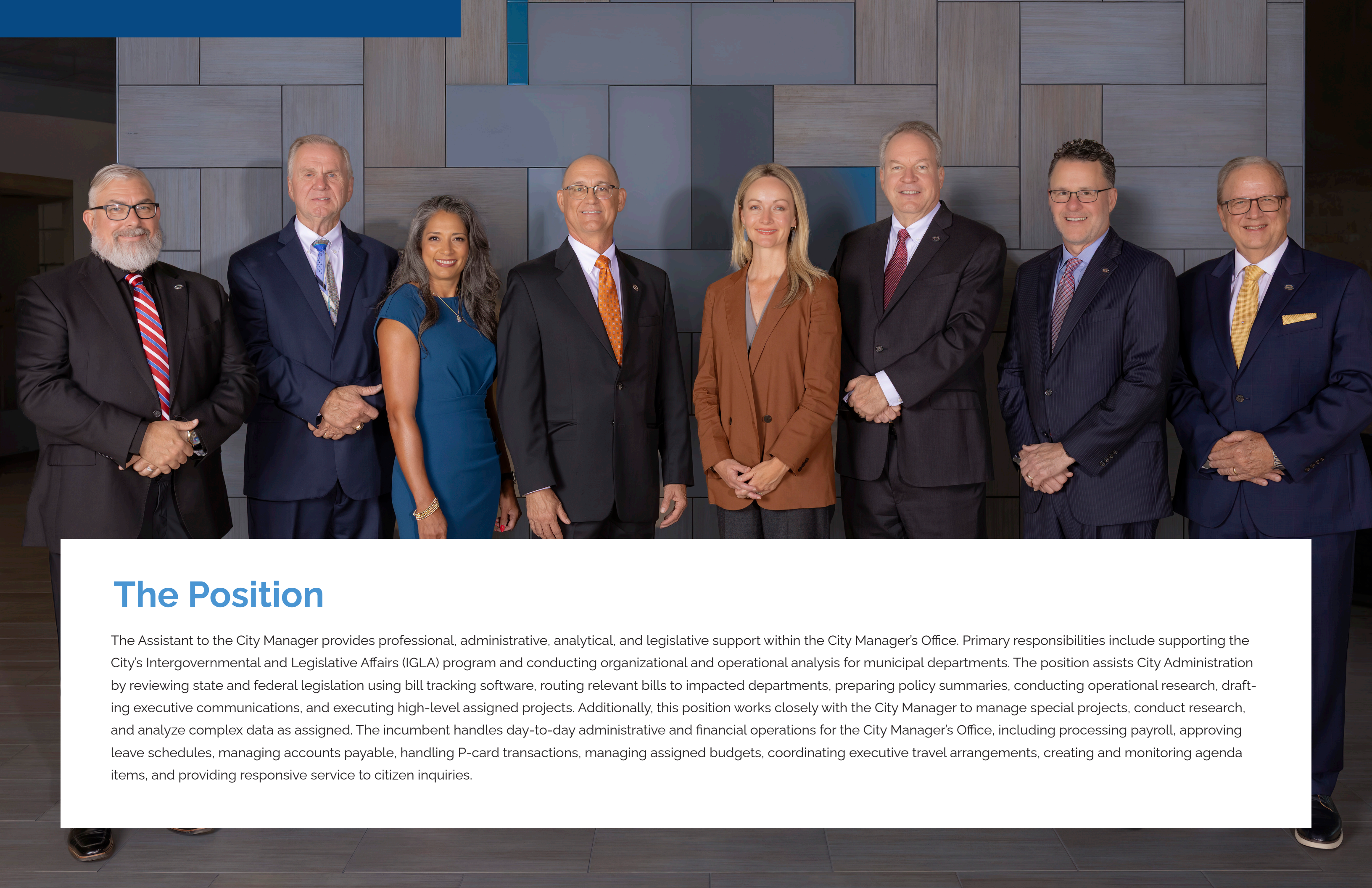
The City of North Richland Hills has recently been awarded several Top Workplace Awards for Employee Appreciation, Work-Life Flexibility, Employee Well-Being, Compensation & Benefits, Purpose & Values and Professional Development. More information can be found [here](#) and [here](#).



The City Manager's Office

The City Manager's Office oversees the daily operations of the city, which include the coordinating, directing, and reviewing of departmental functions. The City Manager's Office implements policy directives as provided by the mayor and City Council and prepares the city budget for Council approval. The City Manager's Office also provides the overall management philosophy and direction to the organization to maintain efficient and effective delivery of municipal services. In addition, the office provides the mayor and City Council with recommendations on current and future issues through timely, complete, and accurate information and reports.





The Position

The Assistant to the City Manager provides professional, administrative, analytical, and legislative support within the City Manager's Office. Primary responsibilities include supporting the City's Intergovernmental and Legislative Affairs (IGLA) program and conducting organizational and operational analysis for municipal departments. The position assists City Administration by reviewing state and federal legislation using bill tracking software, routing relevant bills to impacted departments, preparing policy summaries, conducting operational research, drafting executive communications, and executing high-level assigned projects. Additionally, this position works closely with the City Manager to manage special projects, conduct research, and analyze complex data as assigned. The incumbent handles day-to-day administrative and financial operations for the City Manager's Office, including processing payroll, approving leave schedules, managing accounts payable, handling P-card transactions, managing assigned budgets, coordinating executive travel arrangements, creating and monitoring agenda items, and providing responsive service to citizen inquiries.

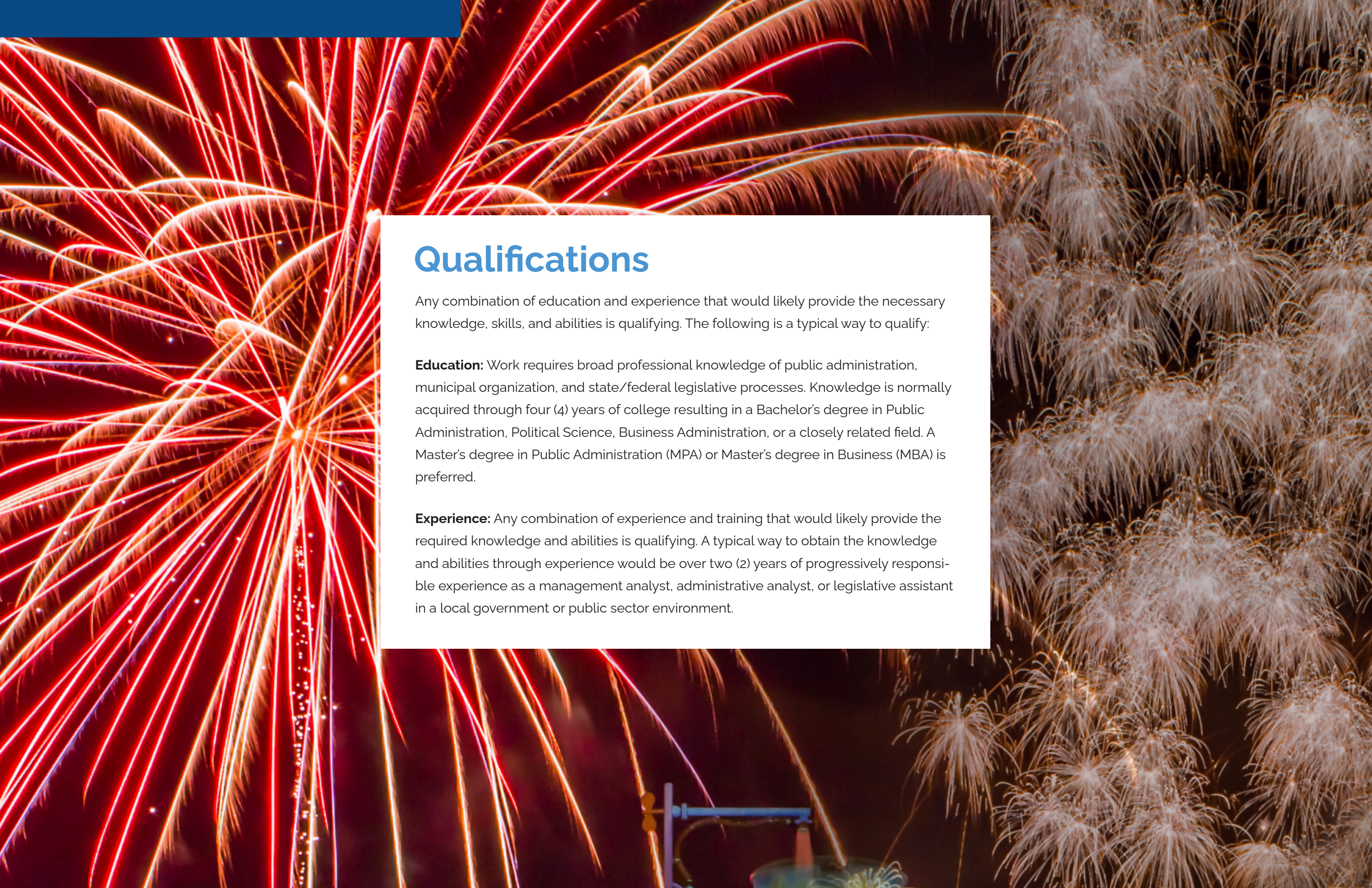
The Ideal Candidate

The ideal candidate for the Assistant to the City Manager in North Richland Hills will possess critical thinking skills and an appetite to advance in the city management profession. The City of North Richland Hills recognizes that working in this position is not in itself a career destination as much as a great learning opportunity for a candidate looking to advance their progression toward city management.

The next Assistant to the City Manager will possess certain traits and experiences that will lead to success:

- Experience in legislative affairs, policy research and analysis, along with initiative and a strong desire to learn new things, will serve the successful candidate well.
- Prior experience as a management, administrative, or a legislative analyst will likely provide the successful candidate with the skills and experience necessary for success in the role of Assistant to the City Manager.
- The next Assistant to the City Manager will have the opportunity to work on City Council meeting agendas and the tracking of action items to ensure they are being properly handled, along with working collaboratively with City executives on special projects that will benefit the city as it continues its upward trajectory.
- An innate sense of curiosity and a desire to solve complex problems, individually and in a team environment, will be valued by the City.
- The successful candidate will also perform important clerical and administrative functions to keep the City Manager's Office running smoothly. Some of these functions include purchasing, payroll, tracking requests for services, and addressing citizen complaints.





Qualifications

Any combination of education and experience that would likely provide the necessary knowledge, skills, and abilities is qualifying. The following is a typical way to qualify:

Education: Work requires broad professional knowledge of public administration, municipal organization, and state/federal legislative processes. Knowledge is normally acquired through four (4) years of college resulting in a Bachelor's degree in Public Administration, Political Science, Business Administration, or a closely related field. A Master's degree in Public Administration (MPA) or Master's degree in Business (MBA) is preferred.

Experience: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities through experience would be over two (2) years of progressively responsible experience as a management analyst, administrative analyst, or legislative assistant in a local government or public sector environment.

Salary & Benefits

The City of North Richland Hills offers a competitive starting salary between **\$73,660** to **\$104,465**. Actual placement in the salary range will be commensurate with qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS) at a rate of 7% and a City matching ration of 2:1. A full range of leave and insurance benefits are also provided including a 457 deferred compensation plan, and a flexible spending account.

Additional benefit information can be viewed [here](#).





Application & Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé no later than **Friday, November 6, 2026**, at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Bryan Noblett | bryan@mosaicpublic.com | (916) 217-3696

Important Dates:

- Deadline to apply and be considered: Friday, November 6, 2026
- Candidates selected for interviews: Week of November 16, 2026

The City of North Richland Hills is an Equal Opportunity Employer.

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