



TOWN MANAGER

Town of **Westlake, Texas**

Recruitment Services Provided By



The Opportunity

Westlake, Texas' distinctive upscale development, natural beauty of its open spaces, and quality of life amenities have attracted prestigious corporations and homeowners to call Westlake home. The Town's unique service offerings, growth potential, and penchant for quality, offer a career-defining opportunity for the next Town Manager.



About Westlake, Texas

The Town of Westlake, known as the place where the cross timbers met the prairie, holds tales of settlers from the Peters Colony, tremendous archaeological treasures, and some of the oldest settlements in North Texas. The region has always been known for its natural bounty, its trade value, and its wonderful people.

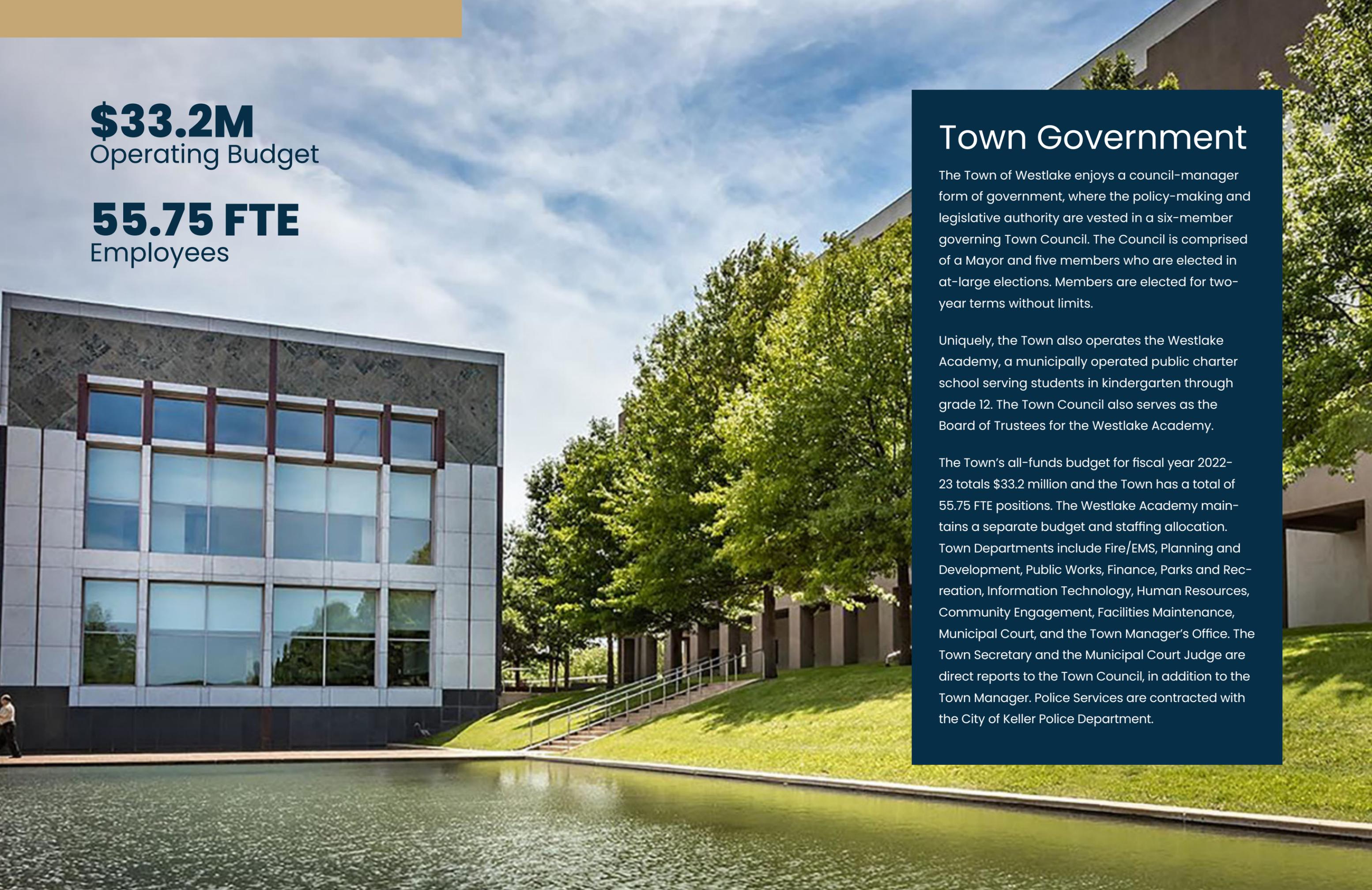
The Town of Westlake and Northeast Tarrant County have maintained these distinctions over the years, becoming one of the most desirable and sought-after places to live in America.

Nestled in the DFW Metroplex, Westlake is a Gold Level Scenic City and home to several corporate campuses as well as many small independent businesses including the Deloitte University campus, a 750,000 square-foot learning and leadership development center. Other developments in Westlake include Solana, a high-profile corporate campus which includes CoreLogic, Fidelity Investments North Texas Campus, and the Charles Schwab corporate campus.

In 2006, the Town reached a major milestone by celebrating its 50th anniversary. During its short history, Westlake has become known for its world-class commercial developments, master-planned residential neighborhoods, and the exemplary-rated Westlake Academy.

Named the most affluent community in the country by Forbes magazine in 2011, Westlake continues to move forward in the vision inspired by its founders. As a premier, knowledge-based community, Westlake is one of the most desirable communities for residents, business, and visitors alike.



A modern building with large windows and a pond in the foreground. The building has a grey facade with large glass windows. In the foreground, there is a pond with greenish water. A person is walking on a path near the pond. The sky is blue with some clouds.

\$33.2M
Operating Budget

55.75 FTE
Employees

Town Government

The Town of Westlake enjoys a council-manager form of government, where the policy-making and legislative authority are vested in a six-member governing Town Council. The Council is comprised of a Mayor and five members who are elected in at-large elections. Members are elected for two-year terms without limits.

Uniquely, the Town also operates the Westlake Academy, a municipally operated public charter school serving students in kindergarten through grade 12. The Town Council also serves as the Board of Trustees for the Westlake Academy.

The Town's all-funds budget for fiscal year 2022-23 totals \$33.2 million and the Town has a total of 55.75 FTE positions. The Westlake Academy maintains a separate budget and staffing allocation. Town Departments include Fire/EMS, Planning and Development, Public Works, Finance, Parks and Recreation, Information Technology, Human Resources, Community Engagement, Facilities Maintenance, Municipal Court, and the Town Manager's Office. The Town Secretary and the Municipal Court Judge are direct reports to the Town Council, in addition to the Town Manager. Police Services are contracted with the City of Keller Police Department.

The Position

The Town Manager is appointed to effectively implement and administer the policies established by the Town Council. The Town Manager is responsible for making recommendations to the Council concerning policies and programs and developing methods to ensure the efficient operation of town services. Significant responsibilities for the Town Manager include:

- Direct and manage the development and implementation of the Town Strategic Plan to reflect the Town's vision, mission, and values. Establish key result areas and formulate operational goals, objectives, policies, and procedures.
 - Provide overall leadership for the Town staff. Hire, assign, and promote employees.
 - Maintain the delivery of established services in alignment with the community standard.
 - Monitor and evaluate the efficiency and effectiveness of Town service delivery methods and procedures. Assess and monitor work allocations, administrative and support systems, and internal reporting relationships. Identify opportunities for improvement and direct the implementation of change.
 - Represent the Town to elected and appointed officials of county, state, and federal government and outside agencies.
 - Negotiate and resolve issues which may be sensitive, significant, or controversial in nature.
- Provide highly responsible policy analysis and administrative staff assistance to the Mayor and Town Council.
 - Attend and/or conduct various public meetings, advise Town boards and commissions.
 - Solicit legal responses and positions from appropriate legal counsel.
 - Direct, oversee, and monitor the development and administration of the Town's municipal budget. Provide forecasts and timely updates to the Town Council on the Town's financial condition.



Challenges and Opportunities

The next Town Manager will be presented with a few known challenges and opportunities in which to excel, including:

- Westlake Academy, its municipal charter school, is one of Westlake's biggest attractions – and is also one of its biggest challenges. Westlake residents' property taxes support the various school districts in which they reside, yet the Westlake Academy is predominantly funded by property tax revenues allocated to the Town of Westlake. Combined with a relatively low property tax rate, this presents a structural challenge to the Town's revenues.
- Westlake's distinctive brand and its ideal location have attracted significant corporate clientele, including the headquarters for Charles Schwab and Deloitte University – The Leadership Center. At only 35% of its buildout, Westlake has tremendous room for growth, a real opportunity to reinforce its distinctive brand, as well as a means to establish long-term financial strength.
- The next Town Manager will have the opportunity to holistically assess the Town's municipal operations and make recommendations to a Town Council that is supportive of well-reasoned and researched initiatives.
- There is a real opportunity to significantly increase communication and transparency across Town government, to its residents and stakeholders. Broad communication will be appreciated as well as measurable performance indicators.





Ideal Candidate

In addition to being ethical, well qualified, and experienced, the next Town Manager for Westlake must possess certain traits that will be essential for success.

- Solid leadership skills are essential, as well as a drive for professionalism and the formalization of processes. The best candidates will have a proven track record of driving organizational culture and managing change.
- An ability to establish and maintain productive relationships at all levels is critical. The Town Manager must be able to communicate and relate effectively with employees, residents, developers and other stakeholders – some of which are in the highest strata of society.
- A solid understanding of the various ways municipal services can be provided will allow the Town Manager to explore creative solutions with the Town Council to ensure the long-term viability for the Town.
- A record of successful economic development experience will be an asset, including a solid understanding of the various tools available to aid in business attraction.

Qualifications

The following are the minimum qualifications for the position of Town Manager:

Education: A Bachelor's degree from an accredited college or university with major coursework in Government, Public Administration, Homeland Security, Engineering, Emergency Preparedness, Business, or a related field. A Master's degree is preferred.

Experience: Eight years of governmental management/administrative experience. Experience managing in both public and private environments is ideal.





Compensation & Benefits

The salary range for the Town Manager position is **\$185,000 to \$230,000**, depending upon the candidate's qualifications and track record of career success. In addition, the Town of Westlake offers an excellent executive benefits package. The Town Council will negotiate a mutually agreeable employment agreement with the selected candidate, including assistance with moving and relocation if appropriate.

The Town of Westlake provides admittance for dependents of Town employees into the prestigious Westlake Academy.

The Recruitment Process

References will not be contacted until mutual interest has been established.

Due to the public nature of searches in the State of Texas, confidential inquiries are recommended to Greg Nelson or Bryan Noblett at (916) 550-4100 before submission of materials.

Interested candidates should submit a comprehensive résumé and compelling cover letter online at mosaicpublic.com/careers no later than **Friday, December 9, 2022.**

The Town of Westlake is an Equal Opportunity Employer.



This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.