

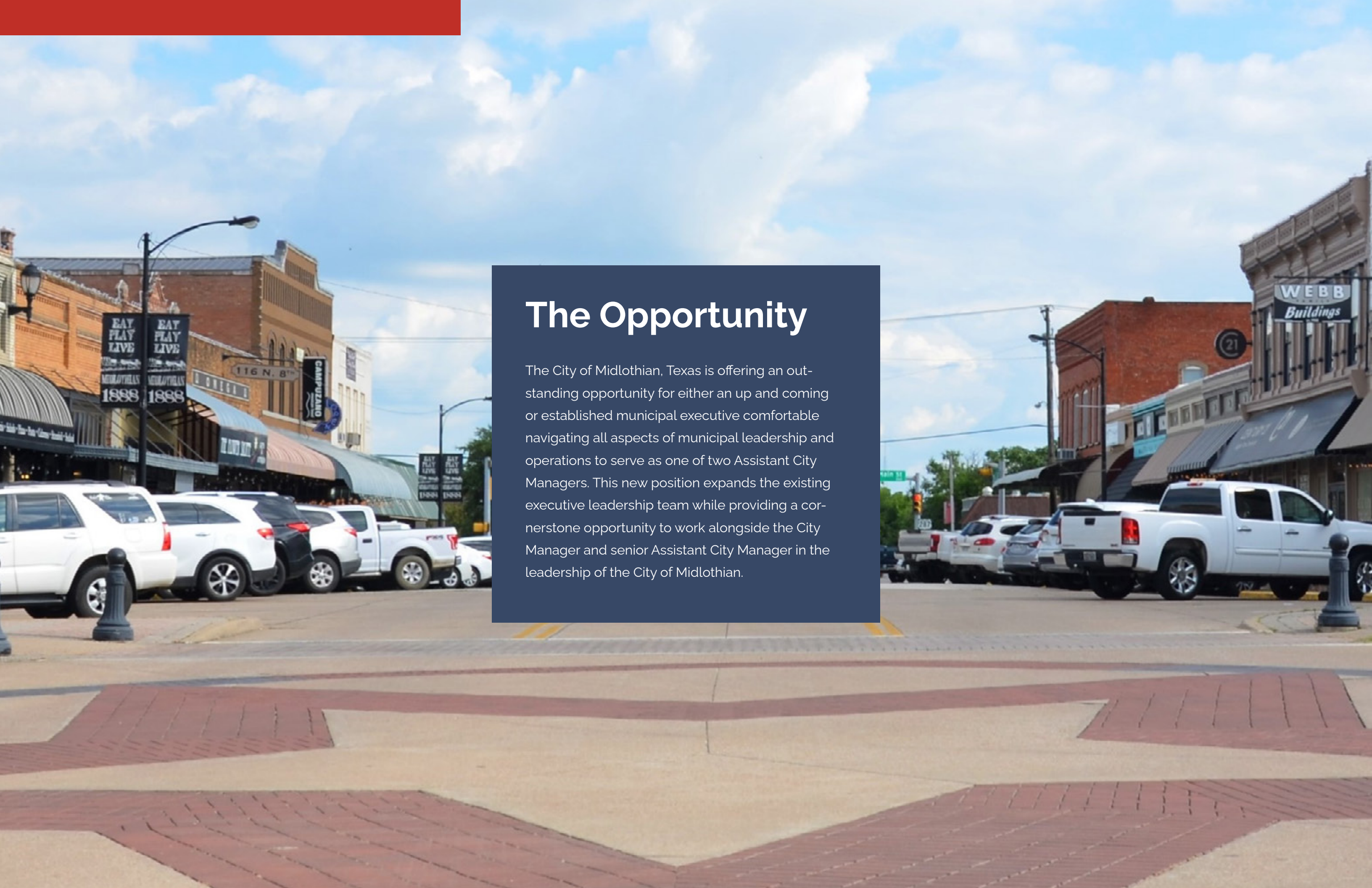


ASSISTANT CITY MANAGER

City of Midlothian, Texas

Recruitment Services Provided By





The Opportunity

The City of Midlothian, Texas is offering an outstanding opportunity for either an up and coming or established municipal executive comfortable navigating all aspects of municipal leadership and operations to serve as one of two Assistant City Managers. This new position expands the existing executive leadership team while providing a cornerstone opportunity to work alongside the City Manager and senior Assistant City Manager in the leadership of the City of Midlothian.

About Midlothian

Located in northwest Ellis County, Texas, Midlothian is approximately 25 miles from either Dallas or Fort Worth at the juncture of US Highways 287 and 67. Midlothian is part of the Dallas-Fort Worth (DFW) metropolitan area, the economic and cultural hub of North Texas. Midlothian, the gateway to the peaceful suburbs of Ellis County, encompasses a land space of 64.4 square miles with an estimated residential population of 44,966.

Founded in 1888, Midlothian's initial settlers worked the land as farmers. After World War II, the city began attracting major industries. In recent years, several light manufacturing companies have built major facilities in Midlothian. Today, industry accounts for 17.7 percent of Midlothian's jobs. With a strong local economy and a beautiful, rural atmosphere, people are drawn to Midlothian for its small-town charm, well-regarded public schools, and plentiful job opportunities.

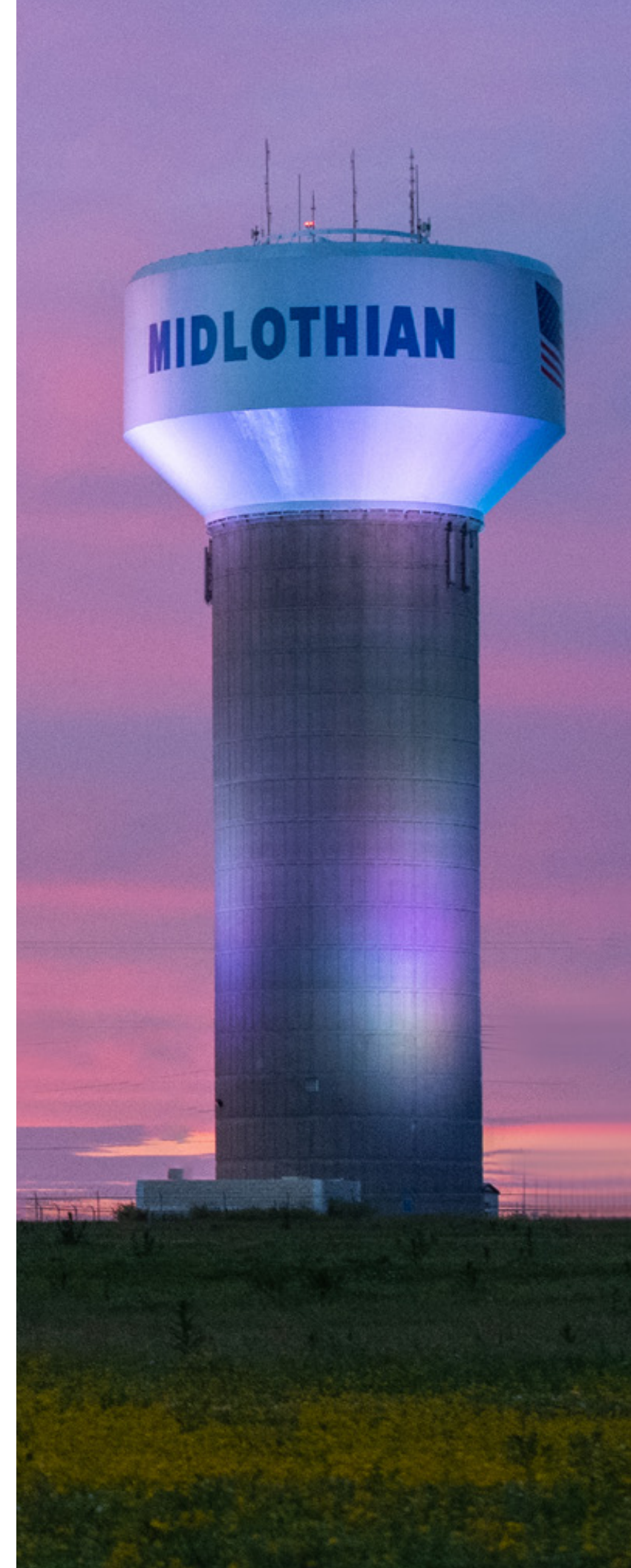
As Midlothian experiences an increase in residential and commercial development, it is revitalizing its historic Downtown. Most recently, the new Public Library and City Hall serve as the heart of the new town square. Capitalizing on Midlothian's reputation as one of Texas' safest cities, the City's Downtown Master Plan focuses on making Downtown a safe, walkable, and vibrant destination with ample green space, a variety of opportunities for entertaining, socializing, and residential living, buttressed by opportunities for culture and employment.

Incorporated under a Home Rule Charter in 1980, Midlothian is a full-service city providing the community with the traditional array of municipal services, including police, fire and emergency medical services, parks and recreation, library, animal services, senior activities center, public works, and water utilities.

Midlothian uses a council-manager form of government. The City Council comprises a mayor and six council members elected at-large by the citizens of Midlothian. The City Council appoints the City Manager, who serves as the Chief Administrator and Chief Operations Officer for the City. The City Manager is responsible for leading, guiding, and directing day-to-day municipal operations while providing research and strategic recommendations to the City Council on budget, programs, policies, and services. The City Manager implements the municipality's administrative responsibilities via a dedicated team of professional department directors and two Assistant City Managers.

For the 2025-2026 fiscal year, total staffing for the City of Midlothian is 395 FTEs. The City's budget includes the General Fund, Enterprise Funds, and Capital Projects. The City's Standard and Poor's (S&P) rating is AA+ with a stable outlook.

Midlothian's 2025-2026 Annual Operating Budget may be viewed [here](#).





The Position

Midlothian is seeking a contemporary, transparent, energetic leader to serve as one of the City's two Assistant City Managers charged with operational leadership of key service and infrastructure functions which enable the city to grow smartly, deliver high-quality services, and maintain fiscal discipline. The newest incumbent must combine strategic vision, operational execution, strong leadership, and stakeholder engagement to support the City Manager and City Council in achieving Midlothian's goals.

Reporting directly to and under the general supervision of the City Manager, this newly created position of Assistant City Manager serves as a key member of the City Manager's executive team. The position functions with a significant amount of autonomy and associated responsibility. Accordingly, the highest ethical standards and integrity are essential.

Assistant City Managers work on a full range of municipal management issues and interpret Council and management policies for other administrative officers, employees of the City of Midlothian, and other interested parties. Midlothian's Assistant City Managers resolve problems and/or conflicts that may arise in City government, help establish good management practices, and provide direction to administrative staff. Each Assistant City Manager is responsible for multiple departments; serves as a liaison to the City Council, various boards and committees, and members of the community; has oversight of major projects within their respective areas of responsibility; and has responsibility for the development and effective implementation of strategies to advance the City Council's priorities.

Importantly, this position does not currently have a pre-assigned portfolio of departments or responsibilities. The City Manager will determine the best assignments based upon the experience and expertise of the selected candidate.

Midlothian's Assistant City Managers lead leaders with each being responsible for providing strategic oversight of city departments. In this capacity, Assistant City Managers frequently interact with the Mayor and Council, leaders of other public agencies, and community stakeholders. The key duties and responsibilities of the Assistant City Manager include:

- Leading and coordinating long-term planning for growth, infrastructure expansion, and capital improvement projects.
- Ensuring departmental alignment with city goals.
- Monitoring and enhancing operational efficiency in the delivery of municipal services.
- Working collaboratively with the City Manager and department directors to prepare and review budgets, capital programs, and performance metrics.
- Serving as a liaison with the City Council, various boards/commissions, external stakeholders (developers, utility providers, regional agencies), community groups, and members of the public to promote the city and respond to the interests of these groups.

The Position

- Providing leadership and general guidance to department directors while fostering interdepartmental collaboration and promoting innovation and continuous improvement.
- Managing multiple departments by evaluating subordinate department directors' performance in their progress toward completing long-range strategic plans and managing operating and capital budgets.
- Developing and interpreting broad policy guidelines to achieve performance objectives defined by the City Manager.
- Implementing policies developed in consultation with the City Attorney in response to Federal and State mandates to minimize municipal liability.
- Acting as a backup to the City Manager when required.





Opportunities & Challenges

Midlothian's continued growth and expansion in its residential and business sectors represents unique opportunities and challenges. Midlothian's newest Assistant City Manager will need to be a strategic, creative thinker who is a team player and is well prepared to work alongside the City Manager and Assistant City Manager on contemporary challenges including:

- Managing growth and land use – ensuring that development is high quality, supports stable property values and keeps taxes/fees affordable.
- Infrastructure/utility expansion – keeping pace with growth in population, commercial/industrial development, and ensuring public works systems are robust.
- Quality of life enhancements – parks, recreation, and community amenities to support the growing and diversifying population.
- Inter-departmental coordination – bridging planning, building, utilities, public works, and parks to deliver seamless services.
- Fiscal sustainability – balancing service demands with budget constraints; aligning capital investment with long-term strategic goals.



Ideal Candidate

The ideal candidate should be a responsive, politically astute, yet non-partisan, leader who works effectively with elected officials, staff, and community stakeholders. This candidate should be knowledgeable about the broad array of work accomplished by the City's various operating departments including Engineering, Public Works, Parks, Utilities, and Finance. The competitive candidate will have excellent interpersonal communication abilities – both orally and in writing – necessary to foster collaborative and cooperative relationships with internal and external stakeholders.

The ideal candidate for the position of Assistant City Manager should possess certain traits and experience that will lead to success including:

- A strategic, results oriented, service-focused leader who has the capacity and capability to merge vision and operational delivery while maintaining a focus on citizen needs and quality of life.
- Comprehensive practical knowledge of general municipal administration; analytical judgment and decision-making abilities appropriate to the City's work environment; and the ability to quickly recognize, analyze and respond to irregular events.
- Strong fiscal acumen supported by a demonstrated ability to manage capital programs and infrastructure investment. Comfort with the growth dynamics of an expanding city.

- Significant municipal leadership experience is key; however, the city is open to the specific areas of experience and may reorganize its Assistant City Manager responsibilities based on the team assembled.
- Demonstrated record of accomplishment implementing service delivery improvements, managing multiple departments, and aligning them with strategic goals and priorities.
- Ability to regularly interact with others to exchange and receive information, to provide effective, professional, congenial, and tactful collaborations, and to work independently with an elevated level of discretion.
- A demonstrated capacity for being an effective and empowering leader who possesses strong stakeholder engagement skills and can build and empower interdepartmental teams.

Qualifications

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

Education: A Bachelor's degree from an accredited college or university with strong coursework in Public Administration, Business, or a closely related field is required. A Master's degree is preferred, as is the ICMA Credentialed Manager designation.

Experience: Seven (7) years of progressively responsible municipal leadership. The successful candidate will have previous experience as a City Manager, Assistant City Manager, Deputy City Manager, or Department Director/Head experience.





Salary & Benefits

The annual compensation range for this position is **\$165,887 - \$257,126**, with final placement in the range dependent on qualifications and experience. Midlothian offers an excellent benefits package. Key benefits include:

Retirement: The City matches the employee's required contribution of 7% to the Texas Municipal Retirement System (TMRS). The retirement program contributions begin on the hire date. Employees are vested in the retirement system after five years of employment and are eligible for retirement after 20 years.

The city requires employee contributions to the Social Security System.

Health and Wellness: The City of Midlothian provides a comprehensive benefits package as part of the total compensation package. These benefits support employees and their families through important life events. These benefit offerings include:

- Medical, Dental, and Vision Insurance
- Life and Long-Term Disability Insurance
- Employee Assistance Program
- Flexible Benefit Plan
- Deferred Compensation
- Paid holidays, vacation, and sick leave

Vehicle: The city provides a vehicle allowance of \$500/month.

Technology: The city provides a cellphone allowance of \$75/month.

Relocation Assistance: Relocation assistance may be provided to the successful out-of-area candidate in accordance with municipal policy.

Application & Selection Process

Interested candidates should apply immediately! A first review of résumés is scheduled for **Monday, December 1, 2025**, but the City may close the recruitment at any time once a suitably strong group of candidates has been established. Submit a comprehensive résumé and compelling cover letter online at:

www.mosaicpublic.com/careers

Due to the public nature of searches in the State of Texas, confidential inquiries are recommended before submission of materials should you have any questions.

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Jacqueline “Jackie” Seabrooks

jackie@mosaicpublic.com | (916) 550-4100

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

The City of Midlothian is an Equal Opportunity Employer.

