



TOWN MANAGER

TOWN OF SUNNYVALE, TEXAS

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The Opportunity

Located on the eastern edge of the Dallas-Fort Worth metro area, the Town of Sunnyvale's Town Manager position affords an opportunity to provide mentorship and guidance to a community at an exciting time in their trajectory. This financially and politically stable Texas town is seeking a community-minded leader with a desire to invest in the future and provide enduring leadership with a highly functional Council and staff.

The Community

Sunnyvale, Texas, is home to approximately 9,500 residents and covers 16 square miles on the eastern edge of Dallas County. The town is ideally situated in the Dallas-Fort Worth metroplex, with Highway 80 and future NTTA's President George Bush Turnpike providing access to the surrounding areas. Sunnyvale residents enjoy the benefits of small-town living combined with access to the Dallas-Fort Worth area's thriving business, cultural, and social districts in a quiet, family-oriented setting. Sunnyvale's population has grown by more than 8% since 2020 and its total tax base has more than doubled since 2013. Sunnyvale has a median household income of \$157,500 and an average home market value of \$678,868, the 4th highest in Dallas County.

The Town of Sunnyvale ranks 6th among the top suburbs in Dallas according to an analysis by Stacker.com. Sunnyvale has an overall Niche.com Grade of A+, highlighting the Town's rural feel and highly rated schools. Niche ranks Sunnyvale as the 13th best suburb in Texas for raising a family!

Rated one of the Top 5 school districts in North Texas, [Sunnyvale ISD](#) is a vital part of this dynamic, growing community. The district has a total enrollment of about 2,311 students on four campuses. For those seeking higher education opportunities, Sunnyvale is conveniently located within easy distance of Southern Methodist University, Texas Christian University, the University of Texas at Dallas, the University of Texas at Arlington, and all campuses of the Dallas County Community College District.





Town Government

A highly educated and fiscally conservative community, Sunnyvale operates under a home-rule charter with a council-manager form of government. The community's Town Council consists of six members elected at large by place, and the mayor is elected at large. The mayor serves two-year terms, and council members serve three-year, staggered terms, all with no term limits. A professional Town Manager is appointed by the Town Council to manage day-to-day operations, overseeing staff and the organization's budget.

The Town has a total 25/26 fiscal year budget of \$83,994,540 with a General Fund budget of \$16,048,200 million. Services are provided by 108 full-time employees and 2 part-time employees. Sunnyvale's ad valorem tax rate is \$0.4530 per \$100 of valuation. Significant projects recently completed or underway include a new fire station, \$20 million in street maintenance and reconstruction, a visioning process to create a downtown district, planning efforts for various capital improvement projects, and the creation of two tax increment reinvestment zones.

\$16M
General Fund Budget

108 FTE
Employees

The Position

The new Town Manager will find Sunnyvale a welcoming community with great potential, long-term political stability, and a very supportive Town Council that understands governance and the council-manager system.

The Town Manager will need to develop a thorough understanding of the processes and functions of each of the organization's departments and work closely with the Council, community organizations, citizens, and other governmental agencies to develop short and long-term strategies for addressing current and future challenges and making the best use of resources. Sunnyvale is a mix of middle and upper-middle-class neighborhoods and larger rural tracts and estates. As Sunnyvale continues to attract new residents, the Town Manager will need to work closely with the Council and community stakeholders to manage the residential growth to ensure the Town maintains sound infrastructure, high-quality services, upholds strong public safety standards, and retains its charming, small-town ambiance.

With the projected future growth, there will be a need for financial planning strategies that address the need for additional Town staff and infrastructure growth demands. The Town Manager will identify strategic approaches to boost retail development that are a good fit for the Town Experience in planning and delivering major capital improvements, such as a new town hall, police station, library, animal shelter, and other community facilities, is highly desirable. This opportunity offers the selected candidate the chance to leave a lasting impact on the town's future.

The next Town Manager is expected to focus on several key initiatives including:

- Further implementation of employee retention and succession planning strategies and efforts.
- Oversight of several capital improvements currently underway including enhanced parks, Town Hall, and a new Police Station.
- Maintain and build on existing relationships with the local Sunnyvale ISD school district. Raiders Rise!





Challenges & Opportunities

The next Town Manager for the Town of Sunnyvale will have the opportunity to lead an organization which is positioned for success, along with addressing some of the following challenges and opportunities:

- Sunnyvale enjoys a solid industrial base with manufacturing centers, a regional medical center, and increasing commercial and retail development. The town is home to successful companies providing jobs and a tax base for the community. Sunnyvale also enjoys prime areas for future development of retail, commercial, and industrial sites along US Highway 80, Belt Line Road, Clay Road, and Collins Road. The Town's 16-square-mile jurisdiction is less than 50 percent developed and characterized by custom, estate, and ranchette residential living.
- Sunnyvale is the only community on Lake Ray Hubbard with an undeveloped shoreline.
- In addition, Town officials would like to see the creation of a town center at their primary intersection.
- There is an opportunity to create a strong empowered team through mentorship and servant leadership and to shape the executive team.
- There are many opportunities to recruit, develop and improve the retention of Town staff. The new Town Manager will also have the benefit of selecting the next Assistant Town Manager.
- Currently, the Town Manager oversees eleven directors, but with the addition of a new Assistant Town Manager the team will be able to work together to identify a successful division of responsibilities.

Ideal Candidate

The Town of Sunnyvale is seeking a dynamic, innovative, and experienced leader with a proven track record in municipal management. The ideal candidate will bring strategic vision, embrace technology, and champion continuous improvement to enhance organizational efficiency and service delivery. Prior experience as an Assistant City Manager or Town/City Manager, particularly within Texas local government, is highly valued. This individual will excel in high-level decision-making, fiscal stewardship, and community engagement, and will be a positive, collaborative communicator who inspires and leads high-performing teams. They will foster a culture of excellence, innovation, and collaboration while building strong relationships with staff, elected officials, and the community.

Well-matched candidates for the Town Manager position will possess the following characteristics:

- An authentic leader who values their team, supports professional growth, and fosters transparency with the council. And, demonstrates stability, a proven record of delivering results, and strong project management skills in prior leadership roles.
- Exceptional listener and outstanding communicator with effective interpersonal, analytical, written, verbal communication and presentation skills.
- A demeanor that generates respect, while being respectful of others.
- A style that manages sensitive situations with tact and diplomacy.
- An ability to commit to a longer-term tenure to stabilize staffing at the Town after a period of turnover.
- Experience in planning and development.
- Experience providing transparent budgeting and managing annual operating and capital budgets.





Minimum Qualifications

Qualified candidates will possess the following:

Education: A bachelor's degree from an accredited college or university in public administration or related field of study. A master's degree is preferred.

Experience:

- A minimum of seven (7) years of progressively responsible municipal management experience at a department head level or above is required.
- Ten (10) or more years of senior-level municipal management experience, demonstrating substantial responsibility in administrative decision-making, organizational leadership, and strategic management is preferred.
- Prior experience as an Assistant City Manager or Town/City Manager, particularly within Texas local government, is highly desired. A credentialed manager certification through ICMA is preferred.

Salary & Benefits

The salary range for the Town Manager position is **\$200,000 to \$230,000** (+ /-DOQ) with placement dependent upon qualifications. In addition, an excellent benefit package and a flexible work schedule are to be defined in the successful candidate's employment contract with the Town. Key benefits include:

- **Retirement:** Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 employer match.
- **Health, Dental & Vision Insurance:** Medical, dental and vision premiums for employees are fully paid by the Town; dependent coverage is available at discounted rates.
- **Leave:** Twelve paid holidays annually, vacation, sick, and other leave benefits that increase with years of service. Employees with prior municipal experience retain their seniority for accrual purposes.
- **Relocation Allowance:** Reimbursement for relocation costs is negotiable.





Application & Selection Process

Candidates are encouraged to apply immediately, as this recruitment will close once a sufficiently strong candidate pool is established. Interested candidates must submit a cover letter and résumé no later than **Monday, October 13, 2025**, at:

www.mosaicpublic.com/careers

CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Julie Baca | julie@mosaicpublic.com | (970) 209-0404.

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.

The Town of Sunnyvale is an Equal Opportunity Employer.

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