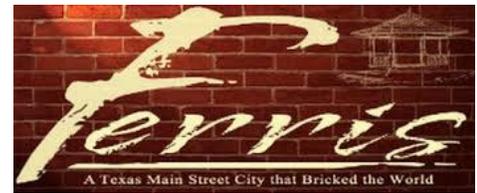


# CITY OF FERRIS CITY MANAGER POSITION



City of Ferris, TX

Applications Will Be Accepted Through August 31, 2016

## The Community

Ferris is an Ellis County incorporated city with a small portion in Dallas County. Settlement of the area began in the early 1870s. On September 28, 1874, a local family deeded approximately 100 acres of land to four trustees for the establishment of a town and railway station. Judge Justus Wesley Ferris, of Waxahachie handled the transaction, and the community was named for him.

Today, Ferris is a close nit, diverse community of 2,400 residents in 4.8 square miles. It is surrounded by a larger service area that is 100 square miles. Travel along the I45 corridor and international intermodal are enhancing the community profile. As a result, the City is experiencing a season of growth and development like never before. This is an exciting time to lead the executive team.

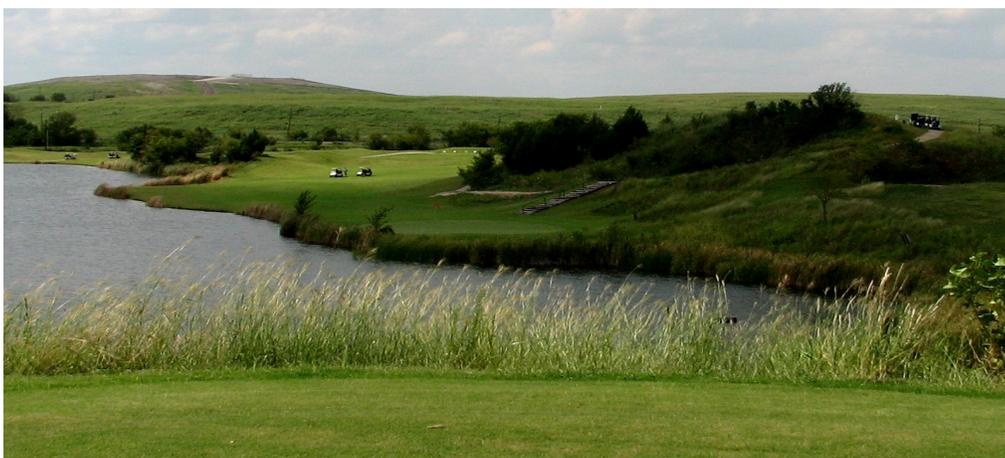
**Our Mission:** *To serve our community through responsible government, preserve our heritage, and create a higher quality of life for our stakeholders.*

## Government

The Ferris City Council is comprised of a mayor and five councilmembers elected at large for two year terms. The City established the City Manager position by ordinance in April 2005. The City Manager is selected by the City Council and serves at their pleasure. The ordinance adopting this form of local government stipulates that the City Manager is responsible for the management and supervision of the day-to-day operations of the Ferris City Government.

The city has approximately 40 fulltime employees and a total adopted budget for FY2015-16 of \$5.7 million. Under policy direction from City Council, the City Manager is responsible for promoting the City Council's goals and ensuring that policies are effectively and efficiently implemented and enforced.

*Ferris is ideally located at the Southeast edge of the DFW Metroplex just 15 miles from downtown Dallas. The community is 4.8 square miles with a heart as big as Texas. We are the City that Bricked the World.*



Old Brickyard Golf Course



Mutz Park

## Education &

## Experience

Minimum required qualifications for this position include a Bachelor's degree in Public/Business Administration, Political Science or related field.

Master's degree in Public or Business Administration, Political Science preferred. Considerable knowledge of modern management practices.

Requires a minimum of five (5) years of municipal experience as a City Manager or Asst. City Manager or a combination of both. Requires the knowledge and use of budgetary skills, financial skills, management practices, personnel management, public relations, customer service skills, and municipal operations.

## Job Summary

The position of City Manager is a highly responsible position that involves overall planning, organizing and executing of programs and services provided to Ferris citizens from all aspects of municipal government as directed by the Mayor and City Council. As City Manager, the incumbent will work under the general direction of the Mayor and City Council.

### Primary Duties and Responsibilities

- ⇒ Works with City Council and Department Heads to prepare and submit the annual budget and a five year capital improvement program for City Council approval,
- ⇒ Provides supervision and guidance to directors and/or department heads in the operations of their respective departments.
- ⇒ Appoints and removes any employee of the City except those whose appointment or election is otherwise provided for by law or Personnel Policy Manual.
- ⇒ Oversees the development of the City Council agendas.
- ⇒ Submits a monthly report of the financial and administrative activities to the City Council.
- ⇒ Communicates with City Council on a regular basis concerning policy and administrative matters and makes policy recommendations to the City Council.
- ⇒ Keeps the City Council informed of all City operations through regular monthly reports to the City Council.
- ⇒ Communicates effectively with the City Council, citizens and employees, other governmental entities and private organizations in order to resolve problems and provide information concerning city activities.
- ⇒ Implements policies adopted by the City Council and is responsible for all administrative matters citywide.
- ⇒ Negotiates agreements and mediates as needed.
- ⇒ Approves personnel, purchasing and general fiscal matters as authorized.
- ⇒ Performs other duties as may be required by the City Council, not inconsistent with provisions of Laws governing a Type A General Law City.



Downtown Ferris

## Benefits

The City of Ferris offers a robust benefits package to fulltime employees including:

- ⇒ Provision of medical, dental, vision, and prescription coverage through Texas Municipal League Multi-State Intergovernmental Employee Benefits Pool (TMLMSIEBP) at no cost to the employee.
- ⇒ Provision of \$20,000 in life insurance coverage at no cost to the employee.
- ⇒ Participation in the Texas Municipal Retirement System (TMRS). Eligible employees are automatically enrolled as a member of TMRS upon hire. Employee contribution rate is 5%; the City matches member contributions on a 1.5 to 1 basis upon retirement of the employee.
- ⇒ Additional benefits are available as determined by City Council for this position..



Shaw Creek Town Center

## Ideal Candidate

The ideal candidate will be an experienced local government professional with the ability to plan and prepare for the City's current and future needs and successfully manage growth and development. It will be important for the new City Manager to have broad knowledge of all areas of municipal operations. A highly qualified candidate for this position will have experience in operating budget development and management; capital infrastructure planning and execution of exceptional service delivery. Additionally, strong quantitative and presentation skills are necessary to be successful.

The ideal candidate will be active and visible in the community and preserve the small town atmosphere enjoyed by the residents. Ferris has a highly engaged citizenry and the City Manager is entrusted to ensure community relations. This person will interface with and coordinate the activities of several community boards and commissions including the 4A and 4B Economic Development Board, Main Street, Park Board, and Library Board.

This position serves as the leader of the executive team for the City and is expected to represent the City and its interest in a number of audiences including with county, state, and federal officials and the general public. The City seeks to identify a professional to play an important part of the leadership of the community. The City of Ferris expects that all personnel will work as a collaborative team for the betterment of the community. A spirit of teamwork is a must.

## How to Apply

Interested applicants should submit their applications at [www.ferristexas.gov](http://www.ferristexas.gov), resume and cover letters. All inquiries and supplemental information should be submitted to Callie Green, City Secretary at [calliegreen@ferristexas.gov](mailto:calliegreen@ferristexas.gov); 100 Town Plaza, Ferris, TX 75125

*Applications will be accepted until August 31, 2016.*