



# Johnson & Associates

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### Who is Johnson & Associates?

If you're receiving this news brief for the first time, you're probably wondering who in the world is Johnson & Associates (J&A) and why am I receiving this information? We've been in operation since 1986 providing economic development, community development and executive search assistance on both a national and international level. Review our web site at [www.jatoday.com](http://www.jatoday.com) and learn more about us and our products. And if you decide you don't want to receive any mailings ever again, just let us know and we'll **REMOVE** your name immediately. But remember, if we remove your name, you won't be receiving notice of what may be the perfect position or program for you. If you are receiving duplicate e-mails, let us know which e-mail address you prefer we use. Keep JAToday coming! Please add us to your address book or approved sender list.



## NEW POSITION ANNOUNCEMENT

### City of Gonzales(TX)

#### City Manager

Johnson & Associates is accepting resumes on behalf of the **City of Gonzales** for the position of **City Manager**.

#### Position Description

Under broad direction of the City Council, serves as Chief Executive and Administrative Officer of the City. Is responsible for planning, organizing, coordinating, directing, and evaluation municipal activities, goals, and policies. Has constant contact with City Council members, City Department Heads, the public, citizens' groups, other governmental agencies, and local businesses requiring the exercise of diplomacy, courtesy, and tact. Makes frequent decisions requiring mature judgment.

#### Work Environment Behavior Requirements

##### FREQUENT INTERACTION WITH OTHERS

This position requires a strong "people orientation," versus a task orientation. The job will comfortably deal with multiple interruptions on a continual basis, always maintaining a friendly interface with others.

##### VERSATILITY

This position calls for a high level of optimism and a "can do" orientation. It will require multiple talents and a willingness to adapt them to changing assignments as required.

##### CUSTOMER ORIENTED

This position demands a positive and constructive view of working with others. There will be a high percentage of time spent in listening to, understanding and successfully working with a wide range of people from diverse backgrounds to achieve "win-win" outcomes.

#### Duties and Responsibilities

- Prepare City's annual operating budget, submits to City Council for approval, and administers budget following its adoption.
- Advise City Council regarding the financial condition, administrative activities and future needs of the City. Make policy recommendations as necessary.

- Attend all City Council meetings to receive instruction and policy and to explain operations.
- Serve as liaison between the City Council, municipal employees, and the public.
- Supervise and provide advice and council to departmental heads regarding policy interpretation relevant to City programs and services. Confer with department heads to plan and carry out special projects.
- Appoint department supervisors and, through supervisors, appoint other City employees.
- Review operations franchised by the city to ensure that obligations are met.
- Delegate administration of law enforcement through the City Police Department.
- Administer, oversee, and communicate personnel policies to City employees, and administer and review employee performance.
- Communicate City policies to citizens, private groups, businesses, and other governmental agencies.
- Respond to complaints and concerns of individual citizens, groups, and organizations.

**Skills, Knowledge, and Abilities**

Knowledge of public personnel and finance administration is necessary. Knowledge of local and area government, economic factors, and current trends required. Must be able to write clear and concise reports, memorandums, directives, and letters. Must be able to meet with the public and discuss problems and complaints tactfully and effectively. Must also have the ability to establish and maintain satisfactory working relationships with City Council members, Department Heads, and other City employees, and citizen groups.

**Preferred Requirements**

- Bachelor's or Master's degree in a related field or comparable knowledge gained from previous experience is preferred.
- Five years experience as a City Manager or five years experience as an Assistant City Manager in a larger city.
- Experience in grant writing will be a plus.
- Excellent interpersonal, organizational and team building skills

**Resident Expectations**

Must live within City limits once hired.

**Compensation Package**

- \$75,000+/- DOQ
- Automobile
- Civic Club Membership
- Insurance
- Professional Organization Membership
- Training and/or Continuing Education
- Relocation Assistance

**General Information**

Gonzales is a Home Rule Charter City and operates under the Council-Manager form of government. The elected body is made up a Mayor elected at large and four City Council members elected by district.

- Population: 7,202
- 4B Sales Tax City
- National Main Street City
- Government: Council/Manager, Home Rule Charter City
- Staff: 95
- 2007 Budget:

General Fund	\$ 5,014,406
Electric Fund	\$ 9,221,845
Water Fund	\$ 1,828,279
Solid Waste Fund	\$ 839,048
Special Revenue	\$ 69,300
<b>TOTAL</b>	<b>\$ 18,726,048</b>

Gonzales, the county seat of Gonzales County, is at the confluence of the Guadalupe and San Marcos rivers, on US 90 Alternate (90A); US 183 and State highway 97 in the north central part of the county. Located just 65 miles south of Austin, Gonzales offers easy access to big city living while maintaining its small town charm.

Gonzales is served by a City-run airport for light to medium aircraft. The runway is 3,200 feet long and 50 feet wide.

There is an attractive 22 acre, 9-hole golf course, laden with native pecan trees, that is located along the Guadalupe River.

The J. B. Wells, Jr. Park has a rodeo arena, multi-purpose building (show barn), pavilion, two hundred horse stalls and a new RV park.

**Helpful Links**

[City of Gonzales](#)

[Chamber of Commerce](#)

[Gonzales ISD](#)

[Healthcare](#)

**Application Process**

Cover letter, resume and at least four references should be directed to Johnson & Associates; **c/o City of Gonzales Search**; 8308 Tecumseh Drive; Austin, TX 78753-5745 or [johnson@jatoday.com](mailto:johnson@jatoday.com). Resume packages will be accepted until **Friday, February 1, 2008**, or until the position is filled. References should include a supervisor, a subordinate and peers. Candidates desiring to provide a video showing communication and presentation skills may contact Johnson & Associates at 512.339.9000 for specifics and a how-to checklist. Submitting a video, which is OPTIONAL, allows the selection committee an opportunity to review communication skills that are impossible to fully showcase on a resume. The **City of Gonzales** is an Equal Opportunity Employer valuing diversity at all levels of its workplace. Applicants for this position selected as finalists may be subject to a background investigation prior to final interview.

***In accordance with the Texas Public Information Act, please note that resumes may be subject to public disclosure.***



## WHERE WE'VE BEEN

Steve Vassallo recently returned to **Cuero, TX** for the **third** time to conduct a **Community Assessment/Strategic Planning Retreat**. Thanks, Cuero, for putting your continued trust into J&A!

J&A was in Nacogdoches, Texas in December, delivering our **Dynamic Communications Workshop** for the members of the **Nacogdoches County Chamber of Commerce**. Over 200 participants submitted an online profile! Attendees learned about their own communications styles, as well as how to improve communications with others.

If your team or organization could use some insight regarding how to successfully improve communications, this program is for you! Yes, it is fun and interactive, but each participant leaves there with the tools necessary to significantly improve his/her own personal interactions. Benefits include **improved professional and personal relationships, enhanced productivity, reduced tension, and increased job satisfaction**. All levels of staff, management, boards, and volunteers can experience these benefits. Using the techniques taught in this workshop, organizations and teams can immediately open the door to effective communications and exceptional relationships.

Call J&A today to learn how valuable and affordable this program is!



**HAPPY NEW YEAR!**

All of us here at Johnson & Associates wish you and yours a joyous and prosperous 2008!  
Cheers!



**Johnson & Associates, A Full Service  
Community Economic Development Provider.  
We deal in futures ..... yours!**