



Assistant City Manager



ENNIS
TEXAS

The bluebonnet spirit of Texas

EXECUTIVE
RECRUITMENT
PROVIDED BY





THE COMMUNITY

The bluebonnet spirit of Texas

Ennis, Texas is built on some of the best in Texas traditions...bluebonnets, railroads, and the legacy of the Old West. Located just 30 minutes south of Dallas and covering 32.75 square miles, it is a thriving business and family-friendly community of nearly 20,000 people.

Established In 1872, Ennis was founded on land purchased by the Houston and Texas Central Railroad (H&TC) for its northern terminus. Cornelius Ennis, the town's namesake, was an early H&TC official who served as the mayor of Houston from 1856 to 1857. By 1930, Ennis was known as the place "Where Railroads and Cotton Fields Meet." For more than 135 years, Ennis has successfully adapted to a changing economy — from railroad to agriculture to modern industry to become one of the premier locations in the Dallas/Fort Worth area.

The median household income in Ennis is \$54,803, with a median home value of \$127,500. Major employers include the City of Ennis, Ennis Regional Medical Center, Sterilite, Wal-Mart, GAF, Leggett & Platt, and Polyco. Significant recently completed commercial developments include Buc-ee's and Fresh Pet.

The city is home to the Ennis Regional Medical Center's new state-of-the-art facility, attracting physicians of every discipline, from general practitioners to specialists. It also boasts an award-winning public education system, with 10 campuses and a total enrollment of almost 6,000.

Quality of life is a key priority for Ennis' citizens. The community is an outstanding place to grow families, with open spaces and a diverse population. Downtown Ennis, a National Register Historic District, is a vibrant area with numerous shops, boutiques, and eateries lining the historic red-brick streets. With more than 175 acres of city parks, three lakes, and 14 tennis courts, as well as nearby Lake Bardwell which offers skiing, fishing, swimming, boating, and camping, recreational opportunities abound.

Ennis is part of the "Official Bluebonnet Trail of Texas," which boasts 40 miles of rural bluebonnet trails, attracting a multitude of visitors from Texas, around the nation, and even from abroad. Other events offered throughout the year include Blues on Main; Ennis Freedom Fest; Christmas Parade of Lights; Ennis Autumn Daze; and the National Polka Festival, which started more than half a century ago to honor the city's Czech heritage.

Ennis is also home to the Texas Motorplex, which draws more than 300,000 drag racing fans every year. Other attractions include the Ennis Railroad and Cultural Heritage Museum and the Ennis Public Theatre and Theatre Rocks, two live theatres that offer plays and musicals throughout the year.

VISION

Ennis sustains its small-town atmosphere and identity while promoting growth and development, as well as providing opportunities for all to thrive in a safe, inclusive, and creative community.

MISSION

Provide quality services equitably across the bluebonnet city that create a family-friendly community with a shared sense of belonging sustained for generations to enjoy.

PURPOSE

Enhance the quality of life within our community by promoting continuous economic development for the City.



GUIDING PRINCIPLES

- **Transparent and Ethical:** We communicate and carry out the city's responsibilities with integrity. We are committed to serving with the highest ethical standards and professionalism.
- **Financial Responsibility:** We manage all resources entrusted to our care for the benefit of current and future generations.
- **Equity and Fairness:** We achieve equitable outcomes by drawing upon community diversity in decision making.
- **Thoughtful and Innovative:** Together with our community partners, we encourage creative and cutting-edge ideas, and apply new thinking and methods to proactively address issues and solve problems at the source.
- **Approachable and Compassionate Service:** We are an open and responsive city government, serving with dignity, respect, empathy, and kindness.
- **Valuing Our Employees:** We continuously invest in the growth, professional development, and well-being of our employees while creating a diverse, friendly, supportive, and productive environment where employees thrive and are engaged.

GOVERNANCE & ORGANIZATION

The City of Ennis operates under a Commission-Manager form of government. Policy-making and legislative authority are vested in the City Commission, which consists of a Mayor and six City Commissioners responsible for passing ordinances, adopting a budget, appointing committees, and hiring the City Manager, City Secretary, and City Attorney. There are five single-member districts, with the Mayor and Mayor Pro-Tem elected on an at-large basis. Commission members are elected for three-year, staggered terms. There is a term limit of three consecutive three-year terms in any one position.

City Manager Marty Nelson is responsible for overseeing day-to-day operations for the city, which is comprised of 15 departments, including the City Secretary, City Attorney, Police, Fire, Finance, Human Resources, Communications & Marketing, Downtown Development, Economic Development, Health, Library, Planning & Development, Parks & Recreation, Tourism, and Public Works (including Water, Wastewater, Streets, Drainage, and Sanitation). The City employs nearly 220 employees who provide municipal services supported by a total annual budget of over \$124.3 million. In fiscal year 2022-23, the city's ad valorem tax rate is \$0.694473.

Recently completed projects include a new City Hall opened in 2021, street revitalization projects, gateway improvements, and sustainability programs; those in the works include a library refresh, capital projects, and Parks Master Plan improvements; and upcoming priorities include an aquatic center, animal shelter, and more.



STRATEGIC PRIORITIES

- Building Trust
- Safe and Healthy Community
- Vibrant Lifestyle
- Thriving Economy
- Exceptional Public Service



RECENT ACCOLADES

Texas Downtown Award
- Best Economic Game
Changer 2018

Texas Downtown Award -
Best Public Improvement
2020

American Society of
Landscapers - Award of Merit
2020

Greater Dallas Planning
Council - 2020 Urban Design
Award - Historic Downtown
Streetscape

American Society of
Landscapers - Honor Award
2021- Historic Downtown
Ennis Streetscape Project

Nationally Accredited Main
Street Program



ABOUT THE POSITION

Under the general direction of the City Manager, the Assistant City Manager participates in the planning, directing, management and review of the activities and operations of the organization; coordinates City services and activities among City departments and with outside agencies; and assists with significant policies and procedures, from their creation to their execution.

This position advises the City Manager and other executive team members, develops goals and priorities for the organization as a whole and departments under their supervision, meets regularly with staff to discuss and resolve issues, and represents the City in meetings, conferences, negotiations, and other functions. The selected candidate will also help respond to and resolve difficult and sensitive inquiries and complaints, manage and supervise special projects and task forces, serve on various teams and committees, research and evaluate City actions, policies, and protocols, and serve as the Acting City Manager in their absence.

OPPORTUNITIES & CHALLENGES

Ennis is a growing community with limitless potential! The new Assistant City Manager will enjoy a number of opportunities in the years ahead as the organization tackles the challenges of steady development and works through a recently approved strategic plan.

Identified priorities include improving the relationship between City staff and the public through two-way communication and increased transparency and engagement; investing in innovative health and public safety programs while ensuring first responders have the training and resources they need to serve the public; and elevating the community's quality of life through events, entertainment, recreational opportunities, and nature, celebrating the City's diverse cultural and historical resources.



Over the next five years, the organization will also be focused on growing the city strategically so that businesses and industry thrive, expanding job opportunities and revenue without sacrificing Ennis' small-town character and identity, and investing in resilient infrastructure and vital public services that improve safety, connectivity, and quality of life.

IDEAL CANDIDATE

The City of Ennis is searching for a skilled public servant and community builder ready to bring their knowledge and ideas to a growing community with a bold vision for the future.

Candidates should be skilled leaders accustomed to strategic and critical thinking, effective delegation, and mentorship. They should also be excellent communicators — comfortable discussing and debating complex issues, evaluating alternatives, and building consensus among various viewpoints — and politically savvy without being political.

The ideal candidate knows how to build collaborative relationships and inspire employees and is passionate about customer service and citizen engagement. They will demonstrate maturity, emotional stability, good character, and a great sense of humor, and they will feel comfortable holding themselves and others accountable to the City's vision and the organization's values.



EDUCATION & EXPERIENCE

This position requires a master's degree in public administration, business administration, or an equivalent field and a history of progressively responsible municipal supervisory experience, including at least three years at the director level.

Certification from the International City/County Management Association is preferred, and the selected candidate will be asked to obtain ICMA certification within a year of hire if they do not already have it.

COMPENSATION & BENEFITS

The City of Ennis is offering a salary range of \$132,915 to \$186,094 for this position, depending on the qualifications and experience of the selected candidate. The organization also provides a full range of benefits, including medical, dental, vision, life, and disability insurance; 12 paid holidays and generous leave options; longevity pay; education assistance; travel assistance; an Employee Assistance Program; a wellness program; and more. This position is also eligible for a City cell phone or stipend.

Ennis participates in the Texas Municipal Retirement System at a 7% employee deposit rate with a 2:1 municipal matching ratio.

APPLICATION PROCESS

[Please apply online](#)

For more information on this position contact:

Margie Rose, Senior Vice President
MargieRose@GovernmentResource.com
361-813-8599



The City of Ennis is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check. The selected candidate must be bondable, pass a pre-employment drug screening and/or a post-offer physical exam, and secure a valid Texas driver's license within a reasonable time following hiring.

RESOURCES

City of Ennis
ennistx.gov

City of Ennis Comprehensive Plan
ennistx.com/better-tomorrow/comprehensive-plan

Visit Ennis
visitennis.org

Ennis Chamber of Commerce
ennis-chamber.com



The bluebonnet spirit of Texas