

Job Opportunity

The City of Cisco is accepting applications for a City Manager. Cisco, with a population of less than 5,000, is located in West Central Texas, 46 miles east of Abilene on Interstate 20.

Successful candidates for this position will be able to demonstrate knowledge of general management principles; budgeting procedures and multi-funded financing operations; personnel practices and procedures; and regulations and guidelines prepared by state and federal agencies relative to the city's management.

Candidates should possess the skill and ability to interpret, and communicate to others, rules, regulations and guidelines prepared by state and federal agencies on a variety of programs; apply general management principles; establish and maintain effective working relationships with officials in local, state and federal government, and the general public; select, develop, organize, motivate, train, supervise, and evaluate staff; demonstrate proficiency in both oral and written communications; gather, compile, analyze, and evaluate a variety of data and make sound decisions regarding that data as it applies to providing services; and recognize, evaluate, and respond adequately to a variety of policy issues faced by the city; and other duties as required by the City Charter and/or direction of the City Council.

Candidates should meet minimum education and experience qualifications of either a Bachelor's Degree in public or business administration or equivalent education combined with previous experience in a position as a City Manager.

The salary for this position is \$80,000.00-\$110,000.00 annually, depending on experience.

Resumes should be submitted by mail to:

City of Cisco
Attn: Tammy Osborne
P.O. Box 110
Cisco, Texas 76437

Or in person to:

City of Cisco
Attn: Tammy Osborne
500 Conrad Hilton Blvd.
Cisco, TX 76437

For questions, please call: 254-442-2111 Ext. 113 or email: citysecretary@ciscotexas.gov.