



**ASSISTANT CITY MANAGER**  
**CITY OF MCKINNEY, TX**

Recruitment Services Provided By







## The Opportunity

The City of McKinney, Texas, presents a rare opportunity to join the executive leadership team of one of the nation's highest-performing cities as an Assistant City Manager. This position has become available due to the upcoming departure of an Assistant City Manager, who will have served in the role for five years and was selected to become a City Manager in another community. This year, the City of McKinney was recently recognized as a Top Workplace by USA Today.

## About McKinney

McKinney, Texas, population of 222,441, has a unique, rich, and diverse spirit with a vibrant and promising future. Located along US 75, in the northeastern corner of the Dallas-Fort Worth metroplex, McKinney's population has more than doubled every ten years since 1990 and is expected to reach 350,000 once the community is built out. McKinney is just 30 miles north of downtown Dallas and is the county seat of Collin County.

Throughout its growth, McKinney has maintained its sense of community and dedication to community engagement. The City's Unique by Nature brand is more than a tagline – it represents a way of life in a community that willingly works together to make McKinney a great place in which to live, work and raise a family. The city continues to invest in parks, recreation areas and well-planned open space, ensuring that as the community grows, it retains its livability and sense of place. The many and varied recreational opportunities include hiking and biking trails, aquatic centers, and splash pads throughout the city parks and a full array of adult and youth sports including golf, soccer, tennis, baseball, softball and more. The city offers numerous festivals throughout the year including holiday events, outdoor music, and art fairs. Residents also benefit from all the cultural amenities within the Metroplex.

The city is known for its diversity of housing options located on beautiful tree-lined streets and its outstanding educational system. The highly rated McKinney Independent School District, as well as excellent area private schools, provide quality education to over 24,500 students in grades K-12. All three McKinney ISD high schools rank in the top 5% of the nation's high schools. McKinney also offers easy access to higher education as the home to Collin College and branches of the University of North Texas, Texas A&M – Commerce, and the University of Texas at Dallas at the Collin Higher Education Center



# City Government

The City of McKinney operates under the council–manager form of government with home rule status, and the current City Manager was appointed in 2016. The City Council consists of seven voting members, four of which are elected from districts and two members plus the mayor elected at large. All members are elected for four-year terms, with a limit of two terms per office. The City of McKinney is a large organization with 1,340 FTEs, a \$219 million General Fund budget, and a total budget of \$888 million. The City's fiscal policies have resulted in a AAA bond rating from S&P and Moody's. In addition to being a full-service municipality, McKinney serves as the county seat of Collin County and is home to the McKinney Performing Arts Center (the former Collin County Courthouse) and the McKinney National Airport, a full-service North Texas general aviation airport with a very active corporate flight department.

Working for the City of McKinney is more than a job. It is an opportunity to make a meaningful difference in the lives of others. It is also an opportunity to be a part of a High-Performing Organization that values collaboration and works at a fast and dynamic pace.

**\$ 219M**  
General Fund Budget

**1,340 FTE**  
Employees







## The Position

Reporting to the City Manager, this position is one of four Assistant City Managers for the City. Each Assistant City Manager functions as an administrative officer for assigned areas of responsibility, and for all City administration as assigned in the absence of the City Manager. Importantly, this position does not have a pre-assigned portfolio of departments or responsibilities, as the City Manager will determine the best assignments based upon the experience and expertise of the selected candidate.

Assistant City Managers in McKinney are leaders of leaders, each responsible for providing strategic oversight of a number of operational city departments, while also serving as a key member of the City Manager's executive team. In this capacity, Assistant City Managers frequently interact with the Mayor and Council, leaders of other public agencies, and community stakeholders.





# McKinney's Organizational Values

The City of McKinney used an employee-led process to identify and suggest organizational core values. Nearly 600 employees participated in the process, conducting over 49 small group meetings. The results were adopted and widely accepted – Respect, Integrity, Service and Excellence – R.I.S.E.



## **Respect. We support a healthy work environment.**

- We value and respect each other.
- We are loyal, dependable and empathetic teammates.
- We embrace inclusion, diversity, fairness and open communication.
- We are trusted by our leaders to use judgment, take risks and make decisions.
- We foster a family-oriented culture that includes understanding, support, balance and fun.

## **Integrity. We model ethical behavior.**

- We are honest.
- We do the right thing, always.
- We are open and transparent in our words and actions.
- We hold ourselves and co-workers accountable to high ethical standards.
- We appropriately question actions that may be inconsistent with our core values.
- We are committed to building and maintaining trust in one another and our community.

## **Service. We are selfless public servants.**

- We serve and help others.
- We are caring and compassionate.
- We treat everyone the way we wish to be treated.
- We deliver exceptional service to internal and external customers.
- We are led by servant leaders, at all levels, who care about and support us.
- We never forget that we exist to make McKinney a better place to live, work and raise a family.

## **Excellence. We are competent and dedicated.**

- We pursue excellence.
- We search for opportunities to learn and grow.
- We are accountable for our work and always do our very best.
- We are given challenging work by leaders who empower and support us.
- We are responsible stewards who embrace innovation, efficiency and improvement.
- We are a unified team that supports the goals and vision established by our elected officials.



# Challenges & Opportunities

The next Assistant City Manager will help lead a high performing organization that is delivering excellent municipal services with several exciting challenges and opportunities. While these items are being addressed by the entire organization, interested candidates will appreciate the bold moves underway in McKinney.

- The McKinney National Airport, a city-owned asset, is undergoing a major expansion which includes a commercial passenger terminal, runway extension, and a parking garage. Expected to be completed in 2026, McKinney will become the third passenger airport in the Dallas-Fort Worth region. The airport, already a major economic development asset, will add tremendous value to the City of McKinney.
- Construction of McKinney's new City Hall is nearly complete, which not only consolidates and improves the city's built environment but also anchors a new commercial district adjacent to its downtown and creates redevelopment opportunities for its former facilities.
- The City of McKinney has reached an agreement for the development of a 20,000-seat open-air amphitheater located on 46 acres at the northeast corner of U.S. 75 and S.H. 121. This project – called the Sunset Amphitheater – represents a potential investment in the community in excess of \$220 million. It is estimated to bring over 1,300 direct and indirect jobs to the community and an economic impact of roughly \$3 billion to the area over the first ten years. Bringing this world-class venue to McKinney was a joint effort by the city, the McKinney Economic Development Corporation, and the McKinney Community Development Corporation.
- The City of McKinney continues to invest in its culture and organizational development. In 2024 it was the only city in the DFW region to be recognized by D Magazine as one of the top 200 places to work and was also listed as one of the top cities in the nation by USA Today (among only two other municipalities nationwide).
- McKinney continues to be one of the fastest growing cities in the region, challenging the city organization to innovate and deliver exceptional services in a fast-moving environment.







# Ideal Candidate

The most successful candidates for Assistant City Manager will have the following attributes:

- A leadership style founded upon team building, collaboration, and facilitation is beneficial. The City of McKinney has made strong investments in building itself as a High Performing Organization (HPO). Prior HPO experience through programs such as SEI, or Leading EDGE is a plus, but not required.
- Significant municipal leadership experience is key, however the City is open to the specific areas of experience and will reorganize its Assistant City Manager responsibilities based on the team assembled.
- A strong work ethic and comfort level in a fast-moving environment is crucial. McKinney is, and will continue to be, a city requiring energy levels in keeping with its growth.
- Political astuteness and comfort interacting with elected officials, stakeholders, and business leaders will be advantageous.



# Qualifications

Any combination of education and experience that would provide the necessary knowledge, skills, and abilities is qualifying. The following is a typical way to qualify:

**Education:** A Bachelor's degree in Public Administration, Business or a closely related field. A Master's degree is preferred, as is ICMA Credentialed Manager designation.

**Experience:** Seven years of previous experience in progressively responsible leadership roles that includes significant work in local government.







## Salary & Benefits

The City of McKinney is offering a salary range of **\$183,610 - \$266,240** for this position, commensurate with experience and qualifications. In addition, the City provides an excellent executive benefit plan with the following key features:

- Texas Municipal Retirement System (TMRS) with a 7% employee contribution. The City of McKinney matches member deposits and interest at retirement at a rate of 2 to 1.
- Relocation Assistance
- Automobile and cell phone allowances
- Deferred Compensation: A voluntary deferred compensation plan is available.
- The City of McKinney participates in Social Security.
- Medical Insurance
- Dental Insurance
- Vision Insurance: Employee paid vision insurance is available.
- Holidays: The city provides 10 paid holidays per year.
- Sick Leave, Vacation Leave, and Paid Military Leave
- Basic Life Insurance and AD&D = 1x/annual salary
- Short Term Disability
- Hospital/Accident/Critical Care Insurance
- Flexible Spending Accounts
- Tuition Reimbursement



# Application & Selection Process

Interested candidates should **apply immediately!** A first review of résumés is scheduled for **Monday, January 20, 2025**, but the City may close the recruitment at any time once a suitably strong group of candidates has been established. Submit a comprehensive résumé and compelling cover letter online at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

## CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Greg Nelson | [greg@mosaicpublic.com](mailto:greg@mosaicpublic.com) | (916) 550-4100.  
Bryan Noblett | [bryan@mosaicpublic.com](mailto:bryan@mosaicpublic.com) | (916) 550-4100.

**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.**

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