



VILLAGE ADMINISTRATOR

Salado, Texas

Position Marketed by
Clear Career Professionals
www.clearcareerpro.com



Clear Career Professionals

The Community

The Village of Salado, Texas is a historic, vibrant, friendly, rural community located in the rolling hills of Bell County, deep in the heart of Texas. The town is known for its clear, spring-fed waters of Salado Creek that flows through town. With a population of 2,399 residents and a land area covering 3.1 square miles, Salado is located near I-35 midway between Waco and Austin, thus providing easy access to two major Texas cities. The median household income in Salado is \$80,107 and the medium age is 49.4 years [source: 2021 Census Reporter]. Salado homes sold for a median price of \$435,000 in 2022 [source: Refkin].

Salado's small-town charm, captivating past, and its unique character attracts many new residents and families each year. Salado schools are ranked in the top 30% of all public schools in Texas (#298 of all 1,196 school districts). Churches are spread throughout the Village and offer opportunities for worship, education, and social gatherings. Salado hosts many community activities, clubs, and events. Over 25 festivals and fairs are held each year, including the oldest Scottish festival in Texas (2nd weekend in November), the Salado Christmas Stroll (1st and 2nd weekends in December) and the Wildflower Art Show (last weekend in March). Salado has been designated by the State of Texas both as a "Cultural Arts District" and "Music Friendly Community." Seasonal original plays are held at Tablerock, an outdoor amphitheater in Salado. For golfers, the Mill Creek Country Club, designed by Robert Trent Jones, Jr., has tree-lined fairways and Salado Creek jutting around the greens. The Village is lined with unique shops, boutiques, art galleries, lodging, restaurants, grocery stores and businesses and enjoys a weekly local newspaper, the Salado Village Voice.

The quaint village of Salado was established by Empresario Sterling Clack Robertson in 1859 at the same time the first secular co-ed college in Texas, Salado College (1859-1924), was built. From the millions of cattle trekking the Chisholm Trail to the emergence of creative craftspeople, Salado models the robust and ever-changing story of Texas. Here you can experience the history that makes Texas' past so inspiring. Salado is home to the Salado Museum, historic cemeteries, 19 historic buildings on the national and/or Texas historic registries, and the renowned Stagecoach Inn (now called Shady Villa Hotel). The architectural character and integrity that has made Salado so unique is displayed in its Historic District. Truly, Salado is a Jewel in Texas's crown.



Population
2,394



Median Income
\$80,107



Median Home Value
\$435,000

Governance and Organization

The Village of Salado (saladotx.gov) is a Type A General Law City with a five-member Board of Aldermen and a Mayor. The Board of Aldermen establish a village vision, consider local legislation, approve the annual budget and appoint the Village Administrator to oversee daily operations. Appointed by the elected body, the Village also has five (5) standing advisory boards that make recommendations to the Board of Aldermen. The Mayor and all Aldermen are elected at large to two (2) year terms with three (3) Aldermen being elected the opposite year as the Mayor and remaining two (2) Aldermen. Salado's Village Administrator handles the day-to-day duties leading the organization's 14 full time equivalent employees and managing an annual budget of \$2.2 million dollars. The Village's current departments include Development Services, Police, Municipal Court, Public Works, Parks & Recreation and Tourism. It should be noted that Legal, Financial, Engineering and certain Public Works services are contracted out to third parties.



The Position

Under the direction of the Board of Aldermen, the Village of Salado's Administrator serves as the organization's Chief Administrative Officer, ensuring all daily operations align with the Board of Aldermen's vision, policies, and community goals.

The position manages and coordinates projects, serves as the emergency management director, develops and presents the annual budget, and monitors expenditures and the Village's adherence to federal, state, and local laws. The position also serves as a sounding board to elected and appointed leaders, providing the background, data, and guidance they need to make informed decisions. It assists in setting short-term and long-term goals for the organization with an eye on sustainable finances and maintaining Salado's excellent quality of life.

The successful candidate will monitor the performance of Village employees, review policies and procedures to improve customer service, and make recommendations to the Board of Aldermen as needed to keep the organization's workforce efficient and effective. The position is also responsible for contract administration and enforcing Village laws, permits, and franchises.

As the organization's leader, the Village Administrator is responsible for providing direction and support to Village departments, demonstrating exemplary character, resolving grievances, and inspiring employees. He/She should also play an integral role in representing the Village to residents, developers, business owners, members of the media, neighboring communities and regional organizations, and state and federal agencies.



Position Priorities

- Improve the Organizational Culture
- Improve Community Relationships
- Work on Long Range Financial Planning
- Increase & Expand Economic Development
- Community Involvement Demonstrating a Public Relations Skillset
- High Level of Organization
- High Level of Responsiveness to Community
- Transparency to Board Members and community
- Recruit and Retain Quality Village Staff
- Clear and Concise Internal and External Communications
- Project Management
- Facilitates Productive Village Meetings
- Obtaining Accurate Information for Elected Body



The Ideal Candidate

MINIMUM QUALIFICATIONS

- Bachelor's Degree (Master's Degree preferred) in public administration, planning, business administration, economics, finance, marketing, or a related field from an accredited college or university.
- Five (5) years of increasingly responsible experience in economic development and project management
- Proven track record with a municipal budget

PREFERRED CHARACTERISTICS

- A high level of integrity
- Active involvement in the community
- Comprehensive financial management experience and strong budgeting capabilities
- Knowledge of federal and state law
- A positive role model for City Staff
- High level of communication skills and abilities
- Strategic thinker
- Ability to demonstrate strong organizational skills



Compensation and Benefits

The Village of Salado is offering a salary range of \$125,000 to \$160,000 for this position to commensurate with experience and qualifications. The organization also provides a competitive benefits package including medical insurance with dental and vision options, as well as term life insurance. Additional benefits include paid holidays, sick leave, and vacation leave. The Village of Salado is also open to contributing towards a negotiated deferred compensation program until they are able to adjust their retirement package.

The City of Salado participates in the Texas Municipal Retirement System (TMRS), which pairs a 5% employee contribution with a 2:1 employer match.



How To Apply

The position is open until filled.

First review deadline: Friday, November 2, 2023, at 5:00 P.M.

Please e-mail your cover letter and resume in .pdf format to
applysalado@clearcareerpro.com

Faxed and mailed submissions will not be considered.

For more information on this position contact:

Kelly Kuenstler, Vice President, Clear Career Professionals (575) 496-0939

kelly@clearcareerpro.com

The Village of Salado is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

Resources

City Website:

<https://www.saladotx.gov>

Salado ISD Website

<https://www.saladoisd.org/>

Salado EDC

<https://www.saladotx.gov/development-services>

Bell County Website

<https://www.bellcountytexas.com>

Salado Tourism

<https://www.visitsaladotexas.com>

Salado Comprehensive Plan

<https://www.saladotx.gov/development-services/page/comprehensive-plan-0>