

A photograph of a stone sign for the village of Salado, Texas. The sign is made of light-colored stone and is mounted on a base of stacked stones. The word "Salado" is written in a large, dark, serif font. In the foreground, there is a field of bluebonnets (blue flowers) and green grass. In the background, there is a wall of light-colored stone blocks.

Salado

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**VILLAGE ADMINISTRATOR**

Salado, Texas

# The Village of Salado, Texas

Tucked among the rolling hills of Bell County in the heart of Central Texas, the Village of Salado offers a rare blend of historic character, natural beauty, and vibrant community life. Known for the clear, spring-fed waters of Salado Creek that flow through the center of town, Salado provides a scenic and welcoming place to live, work, and serve.

## COUNTY



**Bell County**

## POPULATION



**2,399 People**

## LAND AREA



**3.1 Square Miles**

## MAP



## MEDIAN INCOME



**\$107,679**

## MEDIAN HOME VALUE



**\$518,995**

## MEDIUM AGE



**49.8 Years Old**



# WELCOME TO SALADO, TX

With a population of 2,399 residents and spanning just 3.1 square miles, Salado maintains the warmth of a small town while offering easy access to big-city opportunities. Located directly along Interstate 35 between Austin and Waco, residents enjoy the convenience of nearby metropolitan amenities while returning home to a peaceful and close-knit community.

Median household income of \$107,679, and homes sold for a median price of \$518,995 in 2026, reflecting strong demand for living in this unique Central Texas village. Families are also drawn by the highly regarded Salado Independent School District, ranked among the top 30% of public school districts in Texas.

Community spirit is at the heart of life in Salado. Throughout the year, the Village hosts more than 25 festivals and events, drawing visitors and residents together. Signature traditions include the Salado Scottish Gathering and Highland Games, the beloved Salado Christmas Stroll, and the Wildflower Art Show each spring. The State of Texas has recognized Salado as both a Cultural Arts District and a Music Friendly Community, reflecting the Village's thriving arts scene.

The historic downtown district is lined with locally owned boutiques, art galleries, restaurants, lodging, and small businesses, creating a lively yet relaxed atmosphere. Outdoor recreation and leisure are also easy to find. Residents enjoy performances at Tablerock Amphitheater, scenic rounds at Mill Creek Country Club, and peaceful walks along the creek that defines the community.

Founded in 1859 by Empresario Sterling Clack Robertson, Salado's roots run deep in Texas history. The Village grew alongside Salado College, the first secular co-educational college in Texas, and served travelers along the historic Chisholm Trail. Today, Salado proudly preserves its heritage through historic buildings, museums, and landmarks such as the legendary Stagecoach Inn, now the Shady Villa Hotel.

Rich in history yet forward-looking, Salado blends small-town hospitality, cultural vibrancy, and scenic beauty into a community unlike any other in Texas. Salado isn't just a place to visit — it's a place to belong.

# GOVERNANCE & ORGANIZATION

The Village of Salado operates as a Type A General Law municipality with an aldermanic form of government. The governing body consists of the Mayor and five Aldermen, who are elected by the community to establish policy, adopt the annual budget, and guide the Village's long-term vision. In accordance with a local ordinance approved by the Board of Aldermen, the Village appoints a City (Village) Administrator to oversee day-to-day operations and implement the policies and directives established by the governing body.

To carry out the policies and priorities set by the Mayor and Board of Aldermen, the Village appoints a Village Administrator who oversees the day-to-day operations of the organization and supervises Village staff and departments.

The Village's current departments include Development Services, Police, Municipal Court, Public Works, Parks & Recreation and Tourism (Legal, Financial, Engineering and certain Public Works services are contracted out to third parties). This structure allows elected officials to focus on policy and community priorities while professional staff manage operations and service delivery.

Together, the Mayor, Board of Aldermen, and Village staff work collaboratively to provide essential municipal services, support responsible growth, and preserve the historic character and quality of life that make Salado a unique and desirable Central Texas community.

## RECRUITMENT OPENER

# THE POSITION

The Village of Salado, Texas is seeking a collaborative and forward-thinking leader to serve as its next Village Administrator. This is a unique opportunity to guide a historic and thriving Central Texas community known for its vibrant arts culture, strong civic pride, and exceptional quality of life. The successful candidate will partner with the Mayor, Board of Aldermen, staff, and residents to ensure Salado continues to grow thoughtfully while preserving the character that makes the Village so special.

**ROLE & RESPONSIBILITIES:** The Village Administrator serves as the chief administrative officer for the Village of Salado, providing professional leadership and strategic oversight for all municipal operations. Reporting directly to the Mayor and Board of Aldermen, the Administrator ensures that the Village's daily operations, policies, and programs align with the Board's vision and the community's priorities.

This position plays a central role in guiding Salado's continued success by overseeing organizational operations, coordinating major initiatives, and supporting sound financial management. The Administrator prepares and presents the Village's annual budget, monitors expenditures, and ensures compliance with all applicable federal, state, and local regulations. The role also serves as the Village's Emergency Management Coordinator, helping ensure preparedness and coordinated response in times of need.

As a trusted advisor to the Mayor and Board of Aldermen, the Administrator provides thoughtful analysis, reliable data, and professional recommendations to support informed policy decisions. The position also works closely with elected officials to establish both short-term priorities and long-range goals that support responsible growth, financial sustainability, and the preservation of Salado's unique character and quality of life.

Internally, the Village Administrator leads and supports Village staff by promoting accountability, operational excellence, and high-quality public service. The role includes overseeing employee performance, evaluating policies and procedures, and identifying opportunities to improve efficiency, customer service, and organizational effectiveness. The Administrator also manages contracts, oversees regulatory enforcement, and ensures that Village ordinances, permits, and franchise agreements are properly administered.

Externally, the Administrator serves as a key ambassador for the Village. The role requires building strong relationships with residents, business owners, developers, community organizations, regional partners, and state and federal agencies. Through collaborative leadership and clear communication, the Village Administrator helps ensure that Salado continues to thrive as one of Central Texas's most distinctive and desirable.



# 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 Skill set
- 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
- Comprehensive Plan
- Wastewater Strategy
- Development
- Infrastructure Planning



# THE IDEAL CANDIDATE

## MINIMUM QUALIFICATION

- 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.
- Five (5) years in a director or higher role (in a municipality the same size or larger)
- Proven track record managing a municipal budget.

## PREFERRED CHARACTERISTICS

- A high level of integrity
- Active involvement in the community
- 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
- Comprehensive financial management experience and strong budgeting capabilities

# COMPENSATION AND BENEFITS

The Village of Salado is offering a salary range of \$125,000+ for this position 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 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, April 17, 2026 at 5:00 P.M.**

Please e-mail your cover letter and resume in pdf format to [uryan.nelson@ctcog.org](mailto:uryan.nelson@ctcog.org)

Faxed and mailed submissions will not be considered.

For more information on this position contact:

Uryan Nelson, [uryan.nelson@ctcog.org](mailto:uryan.nelson@ctcog.org)

Jim Reed, [jim.reed@ctcog.org](mailto:jim.reed@ctcog.org)

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 bylaw 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>