



**ASSISTANT CITY MANAGER**

*The City of Brenham is seeking an experienced, dynamic, and effective municipal city management professional. The Assistant City Manager will find Brenham a diverse and progressive City with the challenges and opportunities that are characteristic of a thriving and growing community.*

## About Brenham, Texas

Brenham, the county seat of Washington County and the Birthplace of Texas, is proud of its heritage and traditions. The City was incorporated in 1858 and is a forward-thinking community.

Brenham is a full-service community located midway between Houston and Austin on US-290. The City operates under a Home Rule Charter in a Council-City Manager form of government. The Council consists of a Mayor and six council members. The Council sets the policy for the operation of the government, and the City Manager, appointed by Council, administers those policies.

Brenham is located 70 miles northwest of Houston, 80 miles southeast of Austin, and 35 miles south of College Station. We have a population of over 19,621, with a daytime population of over 42,000 - due to local workforce, tourism, and Blinn College. The quality of life in Brenham tops the list of why residents stay here. It is a great place to live, work, and raise a family.

Brenham ISD provides a strong educational foundation and works in partnership with Blinn College to prepare area youth for continued educational pursuits or workforce placement.

The City partners with other governmental organizations and the business community to ensure students receive the services they need to succeed.

Our historic downtown, beautiful parks, and first-class sports facilities are just a few of the things that make it Brenham unique. Brenham is one of a handful of Texas municipalities that own and operate their own utilities, including electric and gas. The Brenham Municipal Airport was dedicated in 1949 and now includes a 6,003-ft runway. The City has over 200 acres of parkland, including an aquatic center and sports complex.

Brenham is experiencing significant growth in retail and industrial sectors, with new developments like Brenham Crossings and Market Square attracting esteemed retail brands. The City is seeing flourishing residential and commercial development, including the addition of new homes, townhomes, and commercial establishments.

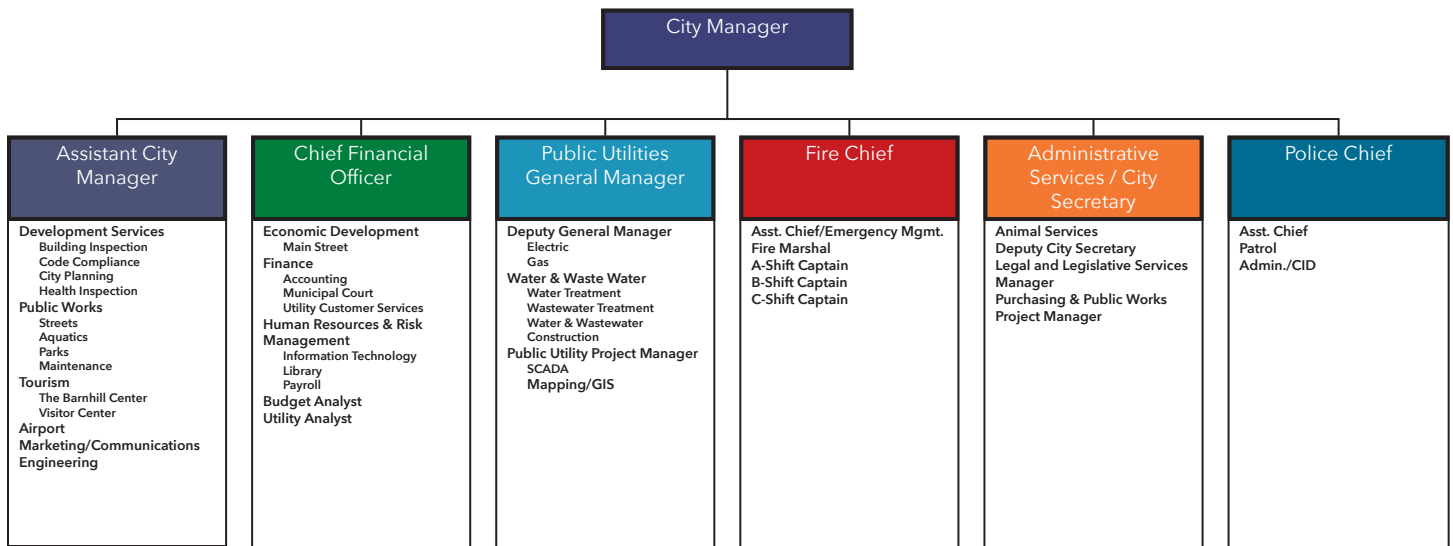
Tourism is a major industry for Brenham. Our designation as a Texas Music Friendly reflects our commitment to culture and the arts. We've also received Texas Travel Awards for Iconic Tourist Attraction and Small Market Restaurant.

# The Opportunity

The Assistant City Manager, under the direction of the City Manager, will oversee the operations of Development Services, Municipal Airport, Public Works, Marketing/Communications, Engineering, and Tourism departments, including responsibility for the departmental budget process, supervising personnel, and continuous improvement of operations.

The Assistant City Manager will serve as a representative of the City of Brenham and respond to public inquiries and complaints. This position will work closely with their department personnel to provide a high level of transparency between their divisions and the City Manager.

# Brenham Organization Chart



# Ideal Candidate

The Assistant City Manager should be:

- A skilled leader, listener, and communicator.
- Mature, disciplined, ethical, transparent, inclusive, and collaborative.
- Willing to address issues directly and say no when necessary, and have exceptional interpersonal skills.
- Strong but humble, assertive but respectful, forceful but tactful, and self-confident without being egotistical.
- Experienced at supervising multiple department personnel, including assigning and reviewing work, training, conducting performance reviews, and executing personnel actions such as hiring, promoting, disciplining, and/or dismissing employees.

- Results-driven, steadfastly strategic, and visionary yet grounded.
- Respectful of Brenham’s heritage and “small town” charm.
- Positioned to facilitate Brenham’s evolution into a livable and sustainable community.
- Skilled in blending the City’s rich past with a bright future.

The Assistant City Manager should also:

- Inspire and motivate others by example.
- Unite the organization with a shared sense of purpose.
- Promote teamwork and create a culture of accountability.
- Articulate expectations effectively.

## Quick Facts

Size



13.1 Square Miles

Population



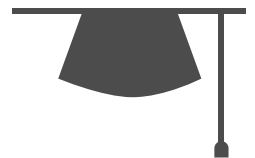
19,621

Weather Averages



78 High | 57 Low

Education



24% 4-year degree

Schools



1-ISD | 1-College  
10-colleges and major universities within 2 hour drive

Median Income



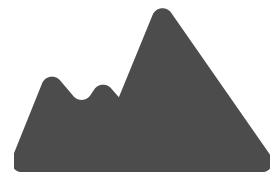
\$44,049

Median Home Price



\$242,000  
calculated by Redfin

Attractions



8-parks | 298 acres

# Duties and Responsibilities

- Supervise and manage department directors and personnel (Airport, Engineering, Development Services, Public Works, Marketing/Communications, and Tourism); handle work assignments, performance reviews, and employee actions (hiring, promotion, discipline).
- Oversee planning, coordination, and management of city services, ensuring compliance with federal, state, and local regulations.
- Manage budgeting and approve purchases of materials, supplies, and equipment. Prepare and present the annual budget, including recommendations and justifications to the City Council.
- Conduct studies to forecast future needs and recommend improvements.
- Review and oversee project progress, ensuring necessary changes or improvements.
- Maintain effective communication with the City Manager, City Council, boards, employees, residents, and other officials.
- Keep the City Manager and City Council informed on relevant operational matters.
- Ensure departmental policies and operations comply with laws and regulations.
- Work independently, exercising initiative and leadership.
- Resolve difficult and sensitive citizen inquiries and complaints.
- Develop long-term strategic plans and 5-year Capital Improvement Plans.
- Represent the City at public events, meetings, and conferences.



# Education and Experience

## Education

Bachelor's degree in public administration, business administration, or a related field, plus eight years of municipal government experience, at least three of which involve supervision at a Director level or above; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

## Experience

General management and leadership principles; general and municipal finance and budgeting principles and procedures; planning principles, development, community engagement, and implementation; multi-funded financing operations and relevant rules and regulations; and guidelines prepared by state and federal agencies on all relevant programs; municipal laws, policies and practices; technology and management information applicable to municipal operations.

## HOW TO APPLY

To apply, online applications and resumes may be submitted at [jobs.cityofbrenham.org](https://jobs.cityofbrenham.org). Submissions are due by Friday, January 31, 2025 to be considered for first review. Selected applicants will undergo a drug screen, extensive background check, including a criminal history, and a panel interview. This position will remain open until filled.

## For Questions

Contact Susan Nienstedt, HR Director at [snienstedt@cityofbrenham.org](mailto:snienstedt@cityofbrenham.org).

## Compensation and Benefits

The City of Brenham offers a competitive starting salary depending on qualifications and experience. Also provided is a generous benefits package that includes: a car allowance, phone/data allowance, paid professional dues/development expenses, health insurance, life insurance, retirement (TMRS at 5%:2 to 1), paid vacation, paid sick leave, and paid holidays.

The City of Brenham, Texas is an Equal Opportunity Employer and does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age, or disability.

For more information, visit the City's website at [www.CityofBrenham.org](http://www.CityofBrenham.org)