



# CITY ADMINISTRATOR

Bandera, Texas



## THE COMMUNITY

Bandera is nestled in the rugged Texas Hill Country less than an hour from San Antonio. When you see the hitching posts around town, you may think you have walked onto a movie set. But make no mistake, it is not. It's common to see horses tied to hitching posts at local watering holes with motorcycles parked beside them or a horse-drawn wagon blending with Main Street traffic. Bandera is a small town by any standard, with a population of less than 1,000, but with a cowboy spirit of independence and individualism as large as you will find anywhere. (from [visittheusa.com](http://visittheusa.com))

A blending of Indian, Mexican, Polish and Western cultures gives Bandera a unique ambiance not found elsewhere in Texas.

Many bloody battles between Apache and Comanche Indians and the Spanish Conquistadors took place in Bandera Pass (12 miles north of Bandera on Hwy 173). Legend has it that, for years afterwards, a red "bandera" (Spanish for banner or flag) was flown at the site to define the boundary between Spanish and Indian hunting grounds.





The cypress trees that outline the course of the Medina River brought the first permanent settlers to Bandera. A mill that sawed cypress shingles was established here in 1853. In 1855 sixteen Polish families immigrated to Bandera to work at the mill. The Polish heritage is evident in much of the town's architecture. A fine example is the St. Stanislaus Catholic Church, second oldest Polish Catholic Church in the U.S.

Bandera's title, "Cowboy Capital of the World" originated when it became a staging area for the last great cattle drives of the late 1800's. Confirming Bandera as the "Cowboy Capital of the World", a bronze monument honoring the many National Rodeo Champions who call Bandera home, stands on the Courthouse lawn. (from [banderacowboycapital.com](http://banderacowboycapital.com))

Come for music, fun, food, and entertainment. Bring the family to swim and picnic in Bandera City Park on the beautiful Medina River. There are year-round events for the young and young at heart. Visit here for Hill Country living at its best.



## GOVERNANCE AND ORGANIZATION

Bandera operates under a council-manager form of government, comprising a Mayor, elected at large and five elected at large Council Members, who serve two-year terms with no limits. The City has 21 full-time and 13 part-time employees with a total operating budget of \$4,049,614. The ad valorem tax rate is \$.48093 per \$100 of valuation.

Bandera's completed and current major projects include the adoption of the Bandera 2040: True to Its Roots Master plan, Community Park Playground, Rural Economic Development Grant, Habitat & Angler Access Grant, Water Line Improvements, Water Well and Water Storage Improvements, Adopted 7 Year Street Improvement Program.





## ABOUT THE CITY ADMINISTRATOR'S OFFICE

The City Administrator's office operates with an annual budget of \$421,000 and comprises the City Administrator and a Development Specialist. Currently the City Administrator oversees the Marshal, Treasurer, City Secretary, Public Works, Parks and Municipal Court.

As the Chief Administrative Officer of the organization, the Administrator is responsible for the day-to-day operations of the City as well as planning for the long-term success of the City through the development and presentation of the annual budget. Working with City Secretary, the Administrator will guide the agenda process for City Council meetings.

The position also ensures City compliance with city, state and federal statutes, policies, and regulations as well as grant and contractual provisions. The City Administrator works with the business community to encourage development that is true to Bandera's cowboy heritage.



## **IDEAL CANDIDATE**

The City of Bandera seeks a thoughtful leader with a sense of history and excellent communication skills to serve as our next City Administrator. The ideal candidate will be able to lead staff by example and deed to promote a culture of customer service and team success. The person best suited for this position will have a feel for working in an historic small town with a desire to embrace growth yet staying true to its heritage.

The successful candidate will have a strong financial background with a proven conservative approach to budgeting. The candidate should have extensive knowledge of and experience working with state and federal agencies on a variety of programs.

## **EDUCATION AND EXPERIENCE**

A bachelor's degree in public administration, business administration, or a similar field is required, with a master's degree in a related field highly desired. Candidates should have executive level experience in the public sector with at least three years being an Assistant City Manager or City Manager.





## COMPENSATION AND BENEFITS

The City of Bandera offers a complete annual salary range of \$80,000 to \$110,000, based on experience and qualifications. The City participates in the Texas Municipal Retirement System (TMRS) at a 7% employee deposit rate with a matching ratio 2. A full range of leave and insurance benefits is also provided. While residency in the City is not required, it is highly recommended.

## APPLICATION PROCESS

Please apply online at [www.banderatx.gov/jobs](http://www.banderatx.gov/jobs)  
For more information on this position contact:  
Richard Morton, Interim City Administrator  
[Richard.Morton@banderatx.gov](mailto:Richard.Morton@banderatx.gov) 830-522-3160

## RESOURCES

City of Bandera  
[WWW.Cityofbandera.org](http://WWW.Cityofbandera.org)

Chamber of Commerce  
[www.bandertex.com](http://www.bandertex.com)

Comprehensive Master Plan  
[www.cityofbandera.org/community/page/comprehensive-master-plan](http://www.cityofbandera.org/community/page/comprehensive-master-plan)

