

CITY MANAGER

Crandall, Texas





THE COMMUNITY

Located about 24 miles southeast of Dallas, the City of Crandall, Texas, has small-town charm and a tightknit community that takes care of each other. This family-centric area is full of friendly neighbors, respected first responders, welcoming churches, and generous people.

The City was founded in 1880, when Rev. C. F. Crandall gave the Texas Trunk Line Railway the right-of-way to lay tracks across his land. Named in Crandall's honor, the community developed around the tracks. Crandall was a shipping point for area farmers, complete with a post office, cotton gin, school, and church by 1890. The population has continued to grow over the years, and now, approximately 6,000 people call Crandall home.

In Crandall, you can find mom-and-pop stores and big-city amenities located within the City's 6.3 square miles. Crandall is perfectly positioned to take advantage of the Dallas/Fort Worth metroplex amenities while maintaining the integrity of its countryside lifestyle. It has an abundance of business and residential land, an established workforce, and a strategic location, making it a great place to work and play.

If you are looking for entertainment, residents and visitors enjoy festivals, events, and recreation areas in and around the city. These include Webb Park, Rusted Rail Golf Club and Event Center, Crandall's Annual Christmas Festival, Crandall Chamber Cotton Harvest Festival and a Crandall Chamber Golf Tournament. Crandall ISD hosts a Homecoming parade. Just a few miles down the highway is John Bunker Sands Wetland Center in Seagoville.

Crandall is accessible to Highway 175, connecting to I-20/635. Within proximity is Presby-Kaufman, Baylor Dallas, Medical City-Dallas, and Trinity Valley Community College. A population of over 145,000 across 16 cities and 4 school districts make up Kaufman County.

The median income in Crandall is \$101,829, with an average home value of \$289,000.





VISION

Crandall is a growing community with small town character and big-city convenience!

MISSION

Preserve Crandall's heritage and enhance quality of life through good government, compassionate care, quality, sustainable services, and opportunities for growth.

VALUES

- **Citizen Involvement** – Citizens are active participants in government of Crandall.
- **Public Safety** – Citizens are safe and protected in their homes and businesses.
- **Quality Businesses and Neighborhoods** – Crandall maintains design standards to maintain its small town feeling while offering modern shopping conveniences.
- **Good Government & Financial Stewardship** – The City of Crandall is accountable, transparent, and strives to meet and maintain key financial indicators of municipal and financial health.
- **Customer Service** – The City of Crandall offers customer-focused, professional, and courteous service, always seeking to understand and meet the needs of customers.
- **Quality Education** – Crandall offers an executive education to students, quality teachers, and visionary leadership.

STRATEGIC PRIORITIES

- Engage citizens in building the future.
- Achieve and maintain financial excellence and stability.
- Invest in infrastructure upgrades, including water, utilities, and roads.
- Implement a Master Development Plan to guide future growth.
- Strengthen the Chamber and Economic Development Corporation to LEAD growth. Create a new brand and market Crandall to attract desired growth.



GOVERNANCE & ORGANIZATION

Crandall is a Type A General Law Municipality. It has six council members, including a Mayor and Mayor Pro Tem, who are elected at-large to two-year terms. The Mayor and City Council act together as the governing body, which adopts all ordinances and resolutions and determines the general goals and policies.

The City Manager is the administrative manager of the City. The department heads of Public Works, Public Safety Services, Human Resources, and Financial Services report to the City Manager, who reports to the Mayor and City Council.

Crandall has 44 employees and a total fiscal year 2025 budget of \$10.5 million. Its ad valorem tax rate is 0.65 per \$100 of valuation.

MAJOR PROJECTS UNDERWAY INCLUDE:



ABOUT THE POSITION

The City Manager is the head of the administrative branch of the City government, who directs, plans, manages, and reviews all activities and operations of the City of Crandall. This position is responsible for directing the enforcement of City ordinances and laws; formulating and administering the City budget; and attending City Council meetings and workshops. The City Manager directs the development of goals, objectives, policies, and priorities. They work closely with advisory boards and other committees, and they supervise others.

This position assists with monitoring department budgets and expenditures; assesses and monitors the workload and administrative and support systems; and identifies opportunities for improvement. The City Manager will direct the forecast of funds needed for staffing, equipment, materials, and supplies. They will also communicate with the financial advisor on an ongoing review of the City's financial condition. This position will oversee the preparation of meeting agendas and present staff recommendations at City Council Meetings. They will identify complex policy issues and provide comprehensive analysis of a wide range of municipal policies.

The City Manager will create, present, and implement comprehensive solutions for review and adoption. They will ensure departments are monitoring trends in service areas, they will make improvements to City services, and they will visit with regional partners to stay updated on new trends.

Advocating for the City's best interests and communicating the City's programs, policies, and activities at public meetings for the County, state legislature, and Congress is the City Manager's responsibility. They will also promote the City's legislative agenda at the state and federal level. The City Manager will collaborate with the Crandall Economic Development Corporation to promote economic opportunities; assist with economic development projects to generate new investments and jobs; join in business meetings with new prospects and existing businesses looking to expand; and participate in formulation of incentive proposals for projects.



OPPORTUNITIES AND CHALLENGES

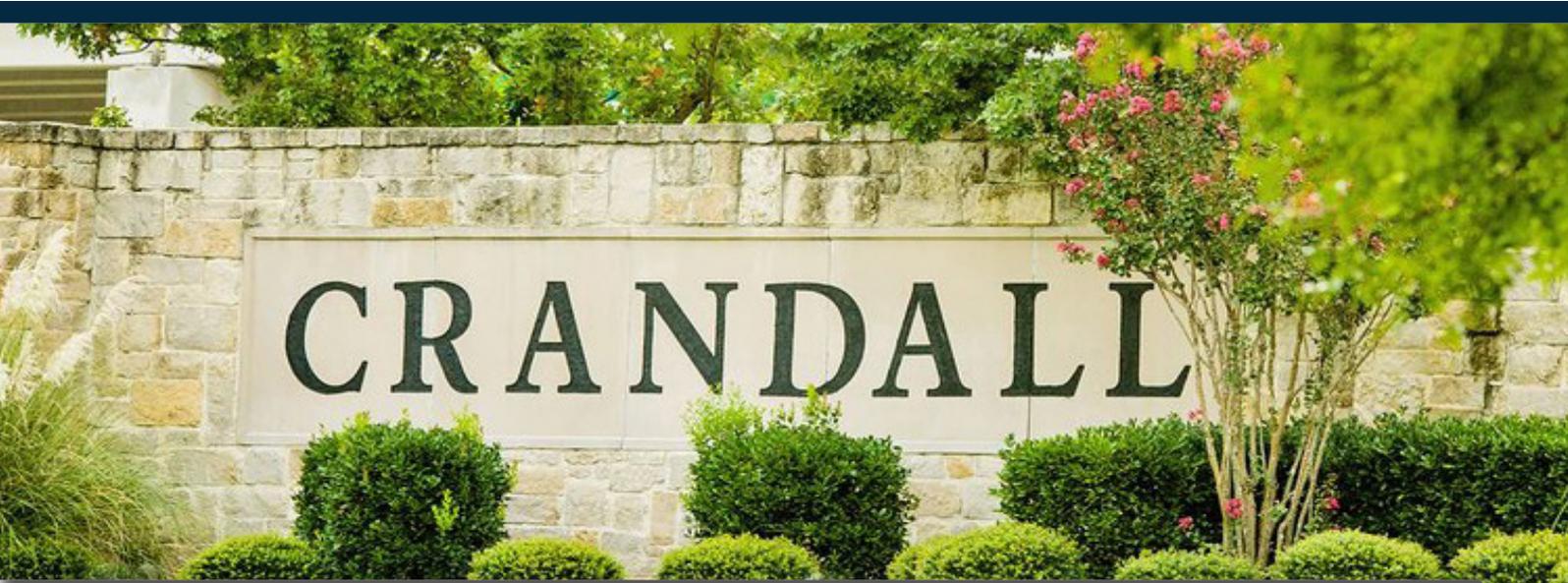
The City Manager will focus on the following opportunities and challenges:

- Transition period with current City Manager.
- Ensuring there is transparency in everything that is done.
- Ensuring citizens are receiving correct information.
- Encouraging people in the extra territorial jurisdiction (ETJ) to move into the City.
- Looking toward the future.
- Being aggressive with timelines.
- Taking a deep dive into the current condition of the City.
- Presenting City Council with some ideas to deal with issues.
- Evaluating each department to determine their needs.
- Comprehensive Plan & Unified Development Code

Community Challenges

- Infrastructure issues, such as water, streets, sidewalks, drainage, and wastewater.
- Traffic.
- Parks.
- Commercial Development.
- Transition from a small town to a growth community.
- Residential Development.



A photograph of a stone wall with the word "CRANDALL" in large, dark, serif capital letters. The wall is surrounded by greenery, including bushes and a tree with pink flowers.

CRANDALL

IDEAL CANDIDATE

The City of Crandall seeks a proactive, detail-oriented leader with excellent people skills to serve as its next City Manager. This person should be a visionary who is politically savvy, organized, collaborative, firm, and knows how to delegate. The chosen candidate will be a team player, be able to manage people, work well with others, and enjoy working with the public. They will be outgoing, know how to multi-task, and have excellent communication skills, both verbal and written. The new City Manager will be visible in the community, will be able to wear multiple hats in the organization, and will have strong negotiation skills. They will be a progressive, forward thinker.

The ideal candidate will have community growth experience, will be able to understand development agreements, be experienced with managing budgets, and know how to find funds for local government. They will believe in the City of Crandall and have experience developing a community. The next City Manager will think outside the box and be comfortable bringing new ideas to City Council. The chosen candidate will be knowledgeable in public administration principles, intergovernmental management, public relations and marketing, social media programs, emerging trends, and legislative and budgetary practices.

The next City Manager will understand principles and practices involving administrative analysis, program evaluation, employee development, and cost-benefit analysis; statistical analysis and data management; and employee supervision, including training and performance evaluation.

Other qualities of the ideal candidate include:

- Advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide.
- Ability to evaluate, direct, and implement a comprehensive communications strategy, community information programs, and outreach platforms.
- Ability to analyze and solve complex administrative, operational, economic, political, and organizational problems.
- Experience interpreting and applying laws, regulations, ordinances, and policies.
- Ability to plan, oversee, coordinate, and evaluate the work of professional, managerial, and support staff.
- Skilled in writing and presenting clear and concise reports, correspondence, and other recommendations.
- Ability to organize and coordinate multiple projects, assignments, and issues while meeting deadlines.

EDUCATION AND EXPERIENCE

A bachelor's degree in public administration, business administration, urban and regional planning, or a related field from an accredited college or university and a minimum of five years' experience as a City Manager or Assistant City Manager in a larger community is required. An equivalent combination of training and experience may be considered. A master's degree in public administration, business administration, or a related field is desired. Candidate must be willing to obtain a Certified Public Manager (CPM) certification or an ICMA Credentialed Manager (ICMA-CM) if hired. Emergency management credentials is preferred. A valid class C Texas driver's license is required.

COMPENSATION AND BENEFITS

The City of Crandall offers a competitive salary range of \$130,000+ based on qualifications and experience. The City offers a comprehensive benefits package including 100% paid medical, dental, vision, \$30,000 life insurance, short-term disability, and long-term disability insurance for employees. It also offers employee-paid AFLAC and Globe Life additional insurance. Paid time off, holiday, and vacation leave are provided, as well as a car allowance and a city cell phone. Crandall participates in the Texas Municipal Retirement System (TMRS) at a 7% employee deposit rate with a matching ratio of 2:1, five-year vesting, and 20-year retirement. The City offers employee-paid MissionSquare Retirement (457 and Roth IRA).

APPLICATION PROCESS

[Please apply online at www.tml.org](http://www.tml.org)

For more information on this position contact:

Mike Slye, Crandall EDC Executive Director
mslye@crandalltexas.com

Tamara Chappell, Human Resources Director
tchappell@crandalltexas.com

The City of Crandall is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check and a pre-employment drug screening.



RESOURCES

City of Crandall
<http://crandalltexas.com/>

City Manager's Office
<http://crandalltexas.com/128/>

Crandall Facebook
www.facebook.com/CrandallTexas

Crandall Economic Development Corp.
<https://crandalledc.com/>

Crandall Chamber of Commerce
<https://crandallchamber.net/>