

city of
CANYON



T E X A S



ASSISTANT CITY MANAGER



CANYON, TEXAS

Canyon is a vibrant community of approximately 16,600 residents located 14 miles south of Amarillo in the Texas Panhandle. As the Randall County seat and part of the Amarillo Metropolitan Area, Canyon offers the charm of a small town with the amenities of a growing regional center. The city is known as the gateway to Palo Duro Canyon State Park, with the nationally recognized *TEXAS Outdoor Musical*.

As a Main Street America accredited city, the historic downtown square is the heart of the City. The Canyon Chamber of Commerce hosts Canyon's Independence Day and Christmas in Canyon events, bringing in thousands of visitors a year to celebrate the holidays.

Canyon combines a strong local economy, historic downtown district, and exceptional quality of life. Major employers include West Texas A&M University, Canyon Independent School District, and the City of Canyon. The community has earned statewide and national recognition for its innovation, safety, beauty, and effective local government, including Texas Municipal League Excellence Awards in 2014 and 2024, both for parks projects.

Residents benefit from highly rated public schools, abundant recreational opportunities, and access to higher education through West Texas A&M University and other regional institutions.



THE MUNICIPALITY

The City of Canyon operates under a Commission Manager form of government with a mayor and four at-large commissioners. The Canyon City Commission has a long history of consistency and tenure which has resulted in successful long-range planning and consistency. Additionally, the city has had only three city managers over the past 53 years.

The organization consists of 12 departments, approximately 140 full-time employees and operates with an FY2027 Budget of \$28.6 million. The FY2027 property tax rate is \$0.50438 per \$100 of assessed valuation.

The City, Randall County, West Texas A&M University and Canyon ISD have strong relationships and have cooperated on multiple projects throughout the years. The City has completed multiple planning documents over the past 10 years and has made significant progress toward the completion of each of them.

PLANS AND PROJECTS



2025 Voter-Approved
Public Safety Bond



2025 Safe Streets &
Roads for All Plan



2022 Downtown
Master Plan



2022 Capital
Improvement Plan



2021 Strategic Plan



2018 Comprehensive
Plan

RESPONSIBILITIES

The ACM serves as a key member of the City's Senior Leadership Team, working closely with the City Manager to oversee operation's, implement organizational priorities and support effective service delivery across the organization. This position provides direct leadership to assigned departments, including Parks (9 full-time employees, 100+ part-time/seasonal employees), Canyon Area Library (3 full-time employees, 9 part-time /seasonal employees), Palo Duro Creek Golf Course (5 full-time employees, 20 part-time/seasonal employees), and Civic Facilities (3 full-time employees), while helping departments develop their teams. The ACM also represents the City with elected officials, boards, community organizations and other stakeholders.

- Works closely with the City Manager and Senior Leadership Team to develop priorities, coordinate operations and identify opportunities for organizational improvement
- Provides leadership and oversight to assigned departments including supervising, coaching and supporting department heads in achieving organizational and departmental goals.
- Leads and supports special projects, prepares reports and recommendations, and performs other responsibilities as assigned by the City Manager or City Commission.
- Works with the Board of City Development to coordinate local Hotel Occupancy Tax awards.
- Review the [job posting](#) for the full job description.

REQUIREMENTS

Candidates must possess a bachelor's degree in Public Administration, Business Administration, Management, or a closely related field. In addition, applicants must have seven (7) to ten (10) years of progressively responsible experience in municipal government administration or public administration. Preferably, experience should include at least five (5) years of significant supervisory and organizational leadership responsibility, including oversight of personnel, budgets, strategic planning, and municipal operations, at the Department Head, Assistant City Manager, or equivalent executive management level. See [job posting](#) for full requirements.

IDEAL CANDIDATE

The ideal candidate is an experienced and collaborative municipal leader who understands how to balance big-picture priorities with the day-to-day realities of local government. Previous experience leading multiple departments and managing projects will be an asset. Experience with parks systems, facilities maintenance, Human Resources, and IT would be beneficial. Ability to serve as Canyon's lead legislative affairs staff member. Above all, the City is seeking a thoughtful, service-minded leader who values collaboration, accountability and continuous improvement.

COMPENSATION

The City of Canyon offers a competitive starting salary of \$135,000, depending on qualifications and experience. Benefits include participation in TMRS (7% employee contribution with a 2:1 City match), City-paid employee health, dental, and vision insurance, City-paid basic life and AD&D coverage, 13 paid holidays, vacation and sick leave, and additional paid time off opportunities.

APPLICATION

Applications are accepted online by the City of Canyon Human Resources Department. This position will remain open until **Friday, October 16**. Questions can be directed to Human Resources Director Hector Mendoza at hmendoza@canyontx.gov or (806) 655-5000 ext. 222.



TIMELINE

October 16

Application Portal Closes

October 19-23

Application Review

November 2-8

First Round Interviews

December 1-18

Final Interviews

December 21

Selection Made

January - March

Start Date

City of Canyon

Job Description

Job Title: Assistant City Manager

Department: Administration

Reports To: City Manager

FLSA Status: Exempt

Prepared Date: September 2026

POSITION SUMMARY

Under the City Manager's direction, assists in overseeing, planning, directing, and coordinating all City operations, with direct responsibility for assigned departments. Participates as a member of the Senior Leadership Team in developing and administering City policies and procedures and serves as a critical link between the City Manager and Department Heads.

MINIMUM QUALIFICATIONS

- Able to work in the U.S.A.
- Bachelor's degree in public administration, Business Administration, Management, or a related field.
- Seven (7) to ten (10) years of progressively responsible municipal government administration experience, with at least 5 years of experience at the Department Head, Assistant City Manager, or equivalent level.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides direct supervision to assigned departments and meets regularly with Department Heads.
- Keeps the City Manager informed of departmental operations, major projects, and emerging issues.
- Participates in planning efforts, strategic initiatives, and special projects.
- Represents the City with citizens, governmental entities, community organizations, and stakeholders.
- Serves on the Senior Leadership Team and assists with annual budget and strategic planning processes.

- Coordinate with the Board of City Development and the Local HOT Committee.
- Assists with short-term rental identification, registration, and collections.
- Assist the Parks Director with the Parks, Open Space, and Recreation Advisory Committee.
- Oversee management of City projects assigned.
- Present information to the City Commission and other groups as required.
- Ensure compliance with applicable laws, regulations, ordinances, and directives.
- Collaborates with City management to promote positive working relationships.
- Research and recommend solutions to organizational issues and concerns.
- Coaches, mentors, and evaluates direct reports.
- Attends Board, Committee, Commission, and public meetings.

EDUCATION, TRAINING, AND EXPERIENCE

Bachelor's degree in public administration, Business Administration, Management, or a related field. Seven (7) to ten (10) years of progressively responsible municipal government administration experience, with at least 5 years of experience at the Department Head, Assistant City Manager, or equivalent level.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of principles and practices of municipal administration, organizational leadership, public finance, human resources management, strategic communications, information technology systems, facilities management, parks and recreation operations, library services, and golf course enterprise operations.

Skill in executive leadership, strategic planning, budget administration, policy development, personnel management, project management, public engagement, conflict resolution, negotiations, and intergovernmental relations.

Lead and coordinate diverse municipal departments; develop and implement organizational initiatives; build collaborative relationships with City Council, employees, and stakeholders; manage complex budgets and projects; communicate effectively in public and private settings; and provide innovative, customer-focused solutions that support the City's strategic goals and service expectations.

PHYSICAL DEMANDS

Work is primarily performed in an office environment, with most work done on a computer. The position regularly requires visits to parks, municipal facilities, library facilities, recreational amenities, and golf course operations. The employee will inspect facilities and project sites, attend meetings, and travel throughout the community. Physical activities include sitting, standing, walking, reaching, bending, and occasional lifting of materials weighing up to 25 pounds.

WORK SCHEDULE

The typical schedule for this position is Monday through Friday, 8 a.m.–5 p.m. However, some after-hours or weekend work may be required.

WORKING ENVIRONMENT

The Assistant City Manager works in a dynamic municipal environment, combining executive leadership responsibilities with operational oversight of assigned departments. The position requires regular interaction with City Council members, department directors, employees, citizens, business leaders, and community stakeholders. Work is performed in both office and field settings and may involve evening, weekend, and emergency response assignments. The position requires the ability to effectively manage competing priorities, lead organizational initiatives, and maintain productive working relationships in a highly visible public-sector environment.

TRAVEL REQUIREMENTS

Local travel is required to perform the essential duties of the position. Out-of-town travel may be required to attend meetings, conferences, or training.

OTHER DUTIES

This job description is not intended to be a comprehensive listing of all activities, duties, or responsibilities required by the employee for this position. The City of Canyon may assign other activities, duties, or responsibilities to support its overall mission.

DISCLAIMER

All job requirements are subject to revision to reflect changes in position requirements or to accommodate individuals with disabilities reasonably. Some requirements may exclude individuals who pose a threat or risk to their health and safety or to other employees. Employees must follow other job-related duties as requested by their supervisor/manager (within guidelines and in compliance with Federal and State Laws). Continued employment remains on an “at-will” basis.