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Big possibilities. Personal impact.

Between Houston and Galveston, Webster brings the reach of a regional destination to a community where your leadership can make a visible difference.

12,507	150,000+	6.39	$1.15B
Residents 2025 Census estimate	Estimated daytime population Includes workers and visitors	Square miles 2020 Census land area	Annual retail sales 2022 Economic Census

A regional center

Aerospace, healthcare, retail, and hospitality bring a dynamic mix of employers and visitors to the city.

Room to make a difference

Connect daily service delivery with long-term priorities, supporting residents and the businesses that help Webster thrive.

Life in Bay Area Houston

Enjoy access to the Houston region, nearby Johnson Space Center, and the recreation and destinations of the Gulf Coast.

Sources: U.S. Census Bureau | City economic development | Police Department daytime estimate



Lead the work. Serve the community.

Turn City Council priorities into action through thoughtful administration, responsible financial stewardship, and a commitment to public service.

Public safety & essential services

Coordinate leadership across police, fire, public works, and the services residents depend on.

Community & economic development

Help guide planning, infrastructure, and partnerships that support the city's future.

Finance & city operations

Lead budget preparation, organizational performance, and the daily administration of city departments.

People & public trust

Support employees, communicate with residents, and work collaboratively with elected leadership.

Job requirements

• Formal Education / Knowledge: Bachelor's degree in public or business administration, management or similar discipline, or another professional or technical field related to a major function of local government. Preferred: A Master's degree is preferred.

• Experience: A minimum of 10 years of progressively responsible experience in municipal government, including at least 5 years in a management or leadership role with experience supervising director-level staff.

• Other Requirements: Valid Texas driver's license.

City Manager job description

FLSA Status: Exempt – Grade 823 | Revised September 2026

Brief description

The City Manager is the chief administrative officer of the City and is responsible for planning, directing, managing, and reviewing all the administrative activities and operations of the City. The City Manager coordinates programs, services, and activities among City departments and with outside agencies; ensures the financial integrity of the municipal organization; and represents the City's interest to the general public, other agencies, levels of government, and other outside interests. The City Manager provides highly responsible and complex policy advice and administrative support to the Mayor and City Council and exercises direct supervision over management, professional, and clerical staff.

Essential functions

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

The City Manager shall:

• See that all laws, provisions of the City Charter, and ordinances or other acts of the City Council, subject to enforcement by the City Manager, or by officers subject to his/her direction and supervision, are faithfully executed, enforced and administered.

• Appoint, suspend or remove any employee of the City not otherwise appointed by City Council as provided for in the City Charter.

• Attend all meetings of the City Council, take part in discussions and recommend Council action as appropriate.

• Prepare the annual budget and submit it to the City Council for consideration and adoption and be responsible for its administration after its adoption.

• Advise the City Council of the City's financial condition and recommend appropriate fiscal measures; report on program progress and recommend adjustments to achieve established goals; and identify present and future needs and recommend actions to address them.

• Perform such other duties as may be prescribed by the Charter or required of him/her by the City Council.

• Manage, as administrative head, all employees of the City that do not report directly to City Council; confer with directors, department heads, managers and other City staff concerning administrative and operational problems and make appropriate decisions or recommendations.

• Establish and adjust salaries and compensation for all employees not appointed by City Council in accordance with a compensation plan approved by the City Council.

• Assure that all terms and conditions imposed in favor of the City in any contract are faithfully kept and performed, taking appropriate action to address any violation; sign contracts for which neither competitive bidding nor another procurement method are required by state law, as such laws may hereafter be amended.

• Make certain that City Council is kept informed and updated on all matters requiring Council consideration or implementation of policy; maintain open lines of communication between City Council, City staff and other parties and entities to promote an open and transparent City administration.

• Oversee the City's daily operations by managing all City departments as well as all outsourced functions and services of the City (except those departments, functions or services for which other provisions are made by Charter or applicable law or contractual agreement); be responsible for all City activities, programs and services including directing development and implementation of goals, objectives, policies and procedures and ensuring that City goals and priorities are achieved.

• Review and evaluate programs, service delivery methods and systems within the City, including administrative and support systems and internal relationships; identify opportunities for improvement and implement changes to standard operating procedures to enhance services.

• Maintain professional knowledge through contact with other cities and participation in professional organizations.

• Monitor payment of all funds drawn from the City treasury and approve for purchase all major items within the limitations of the City Charter, City ordinances or other applicable laws.

• Delegate assignments to department heads in accordance with the general needs and services of the City.

• Direct the implementation, maintenance and enforcement of City policies and practices as prescribed by the City Council and address the City Council on behalf of City staff.

• Respond to requests and/or issues relevant to the City's interests.

Knowledge of

• Operations of local government, public finance and related laws.

• Personnel, budget and related central services, especially in local government.

• Principles and practices of public administration, organization and functions of municipal government, laws and regulations regarding city management, municipal contracts for public services, program and policy analysis/design/implementation/evaluation.

• Application of technology to improve local government transparency, accountability and service delivery, including experience with management software systems

Skill in

• Planning, programming, budgeting, personnel administration/staffing and management, program and policy design, evaluation, implementation and analysis.

• Strategic envisioning of the City's long-range objectives, needs, and challenges.

• Clear and concise oral and written communication.

• Computer literacy, including familiarity with Microsoft Office products.

Ability to

• Simultaneous oversight of multiple complex projects, dealing effectively with various constituencies including elected officials, City staff, and the public.

• Quickly grasp complex concepts and be able to explain them to a layperson.

• Engender confidence and respect necessary to build, nurture, and lead a team of fellow professionals.

Overall physical strength demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Tasks involve the ability to exert light physical effort in a sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require visual and sound perception and discrimination and oral communication ability.

Strength classification: Sedentary. Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Physical demands

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

• Standing: Frequently (1/3 to 2/3 of the time). When working with other employees.

• Sitting: Frequently (1/3 to 2/3 of the time). At desk and during meetings.

• Walking: Frequently (1/3 to 2/3 of the time). To and from other offices and departments.

• Lifting: Rarely (less than 1 hour per week). Files, books, office supplies.

• Carrying: Rarely (less than 1 hour per week). Files, books, office supplies.

• Pushing/Pulling: Rarely (less than 1 hour per week). File drawers, doors.

• Reaching: Occasionally (up to 1/3 of the time). For the telephone and files.

• Handling: Occasionally (up to 1/3 of the time). Files and paperwork.

• Fine Dexterity: Frequently (1/3 to 2/3 of the time). Using computer keyboard, telephone keypad, when writing.

• Kneeling: Rarely (less than 1 hour per week). Retrieving items from lower shelves.

• Crouching: Rarely (less than 1 hour per week). Retrieving items from lower shelves.

• Crawling: Never.

• Bending: Rarely (less than 1 hour per week). Retrieving items from lower shelves.

• Twisting: Rarely (less than 1 hour per week). From computer to telephone.

• Climbing: Rarely (less than 1 hour per week). Stairs.

• Balancing: Never.

• Vision: Continuously (2/3 or more of the time). Reading various documents and viewing computer monitor.

• Hearing: Continuously (2/3 or more of the time). Listening to other employees and citizens.

• Talking: Frequently (1/3 to 2/3 of the time). To other employees and citizens.

• Foot Controls: Rarely (less than 1 hour per week). When driving.

Machines, tools, equipment, and work aids

Telephone, computer and related software

Environmental factors

Primary work location: Office environment.

The listed mechanical, chemical, electrical, fire, explosives, communicable disease, physical danger or abuse, respiratory, extreme temperature, noise and vibration, wetness/humidity, and physical hazards are marked Never.

Protective equipment required

None

Non-physical demands

• Time Pressure: Occasionally (up to 1/3 of the time).

• Emergency Situation: Rarely (less than 1 hour per week).

• Frequent Change of Tasks: Occasionally (up to 1/3 of the time).

• Irregular Work Schedule/Overtime: Occasionally (up to 1/3 of the time).

• Performing Multiple Tasks Simultaneously: Frequently (1/3 to 2/3 of the time).

• Working Closely with Others as Part of a Team: Frequently (1/3 to 2/3 of the time).

• Tedious or Exacting Work: Occasionally (up to 1/3 of the time).

• Noisy/Distracting Environment: Rarely (less than 1 hour per week).

Essential services requirements

Employees in Essential Services Positions will be required to provide services in the course and scope of their employment for the benefit of the public during emergency situations that threaten the safety of Webster's citizens per the City's Emergency Services Guidelines.

Position description notice

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Application information

Applications are currently closed. The City is no longer accepting applications for this recruitment. Visit recruitment.webstertx.gov for recruitment information.

Your next chapter starts here

Scan this QR code for the latest posting and the online application.

https://recruitment.webstertx.gov/

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