CITY OF MERCEDES, TEXAS · EMPLOYMENT OPPORTUNITY

CITY MANAGER

The City of Mercedes invites applications for the position of City Manager. Executive search conducted by Altiva Management Group.

SALARY RANGE **$150,000 to $175,000 annually, commensurate with qualifications and experience**	**REPORTS TO** **Mayor and City Commission**	**STATUS** **Full-time, exempt, appointed by the City Commission**
POSITION POSTS **Friday, October 16, 2026**	**FILING DEADLINE** **Friday, November 13, 2026**	**LOCATION** **Mercedes City Hall, Mercedes, Texas 78570**

ABOUT MERCEDES

Mercedes is a full-service city of 17,915 residents on Interstate 2 in the Rio Grande Valley, between McAllen and Brownsville. Founded in 1907, it operates under a Commission-Manager form of government, with 163 employees in 11 departments and a $29.6 million annual budget.

THE POSITION

The City Manager is the City's chief administrative officer, appointed by and reporting to the Mayor and City Commission. The Commission wants a leader who gets along with everybody, is strong in finance, communicates plainly, and sells Mercedes as a place to live, work, and invest.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Lead the organization. Direct all 11 departments through their department heads, and hire, evaluate, and develop the leadership team.

Budget and finance. Prepare and administer the annual budget and capital program, strengthen audits and internal controls, and serve as a second level of review over the Finance Department.

Work with the Commission. Carry out Commission policy, keep the Mayor and Commission informed by email with immediate notice on urgent issues, and bring major purchases, obligations, and contracts forward for review.

Goals and reporting. Set annual goals with clear measures, report progress regularly, and take part in a yearly evaluation.

Capital projects. Deliver streets and sidewalks, water and wastewater, drainage, and parks projects with state and federal funding partners.

People and process. Strengthen hiring, evaluation, benefits, and discipline processes, and document procedures across departments.

Services and contracts. Expand online services and public information for every department, and run a fair, open contracting process with reasonable consideration for local vendors.

Partners and growth. Build strong relationships with the school district, the irrigation district, the RGV Livestock Show, and county, state, federal, and regional partners, and promote Mercedes for industry, housing, and investment.

Community presence. Be a visible leader in every neighborhood, attend all Commission meetings, and perform other duties as the Commission directs.

REQUIRED

- Bachelor's degree in public administration, business, finance, planning, or a related field
- Five years in municipal management, or leading a municipal department or major operation, with direct responsibility for budget, personnel, and large capital projects; county experience considered
- Proven experience building and managing a public budget
- Valid Texas driver's license, or the ability to obtain one within 90 days of employment

PREFERRED

- Master's degree in public administration or a related field
- Experience as a City Manager; the Commission will also consider senior municipal, county, or public-sector leadership experience
- Certified Public Manager or ICMA Credentialed Manager designation
- Grants, infrastructure, and economic development experience
- Bilingual in English and Spanish

THE IDEAL CANDIDATE

- Gets along with everybody: a team player with the Commission, staff, residents, and partners
- Strong in finance and accountable for results
- A clear, honest communicator about the good and the bad
- A visible ambassador who owns the position and sells Mercedes

- A regional vision for growth
- High ethical standards and a long-term commitment to the community

COMPENSATION AND BENEFITS

$150,000 to $175,000, commensurate with qualifications and experience. Benefits include Texas Municipal Retirement System (TMRS) membership, health, dental, and vision insurance, life and disability coverage, and paid leave and holidays, plus executive benefits negotiated in the employment agreement.

SELECTION PROCESS

OCT 16	NOV 13	DEC 1	DEC 15	JAN 4 TO 8	JAN 19
Position posts	Filing deadline	Semifinalists to the Commission	Final three recommended	Interviews in Mercedes	Possible Commission vote

Semifinalists complete a supplemental application, followed by video interviews, background and employment verification, and in-person interviews with the Mayor and City Commission.

HOW TO APPLY

> Apply online at **altivamg.com/mercedes**. Submit a cover letter, resume, and brief initial application. All applications must be submitted online and go directly to Altiva Management Group.
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> Confidential inquiries: Ramiro Garza Jr., Managing Partner, 956.793.2871.
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> Filing deadline: **Friday, November 13, 2026.**

RESOURCES

- City of Mercedes: cityofmercedes.com
- Mercedes Chamber of Commerce: mercedeschamber.com
- Development Corporation of Mercedes: mercedesedc.com

The City of Mercedes is an Equal Opportunity Employer. Applicants selected as finalists will be subject to a comprehensive background check, and the selected candidate must pass a pre-employment drug screen. Applications and related materials are subject to the Texas Public Information Act; candidate names are kept confidential to the extent the law allows.

Recruitment conducted by Altiva Management Group, LLC, Edinburg, Texas. For more information about Altiva Management Group, visit **altivamg.com**.