

RANCHO VIEJO TOWN ADMINISTRATOR

The Town of Rancho Viejo Texas is seeking an experienced professional to serve as Town Administrator. Rancho Viejo, Texas, is a General Type A Town and ideally situated between the South Texas cities of Brownsville and San Benito. This beautiful community is built around stunning tropical waterways – or Resacas – and one of the finest golf courses in the Rio Grande Valley. Rancho Viejo has year-round tropical weather making it an ideal setting for daily biking, kayaking, golf, birding, and a variety of outdoor recreation.

As the city continues to develop, with new housing on the rise, we are seeking a dedicated and experienced City Administrator to join our team and help guide Rancho Viejo through its next chapter of growth and success.

The duties of the Town Administrator are subject to the supervision by the Mayor and manage all activities of the Town's future planning and day-to-day operations. The purpose of this position is to oversee all phases of operations for the Town of Rancho Viejo.

Bachelor's degree in public administration, business administration, or related degree with at least (8) years of experience in Town government with a major emphasis in management, organizational and participatory leadership, and fiscal affairs are required. A master's degree is desired but not required. Any combination of knowledge, experience, education, and skills may be considered as a qualification for the position. Spanish fluency is preferred. It is essential that the individual have outstanding interpersonal, leadership, and communication skills with a strong customer service orientation.

The expected opening date for the position is January 1, 2025. The position will remain open until filled. Compensation will be competitive based on experience and background including a generous benefits plan.

A complete Job Description is available on the Town's website, <https://www.ranchoviejotexas.com/>, or at the Town offices, 3301 Carmen Avenue, Rancho Viejo, Texas 78575, during normal business hours.

Interested applicants should immediately send in our application, a cover letter, resume, and three references including any supporting documents to: townhall@ranchoviejotexas.com or mailed to the address below:

Town of Rancho Viejo
Attn: Mayor Maribel Guerrero
3301 Carmen Ave.
Rancho Viejo, TX 78575