



City of Clarendon, Texas

City Administrator

The City of Clarendon, Texas, is seeking an experienced, ethical, and collaborative leader to serve as its next City Administrator. This is an exceptional opportunity to lead one of the Texas Panhandle's most historic communities while working alongside an engaged City Council, dedicated employees, and residents who take great pride in their hometown.

Located along U.S. Highway 287 between Amarillo and Wichita Falls, Clarendon is a community of approximately 1,900 residents that offers excellent schools, Clarendon College, Lake Greenbelt recreation, a thriving agricultural economy, and an outstanding quality of life.

The City operates under the Texas General Law Mayor-Council form of government and is committed to responsible financial management, quality customer service, and long-term planning. The City Administrator serves as the Chief Administrative Officer, overseeing an annual operating budget of approximately \$2.15 million while providing leadership to a dedicated municipal workforce.

The ideal candidate will possess strong leadership, communication, and financial management skills with experience in municipal administration, budgeting, personnel management, and organizational leadership. The successful candidate will work collaboratively with the Mayor, City Council, employees, residents, and community partners to maintain high-quality municipal services and guide the City's future.

Candidates should possess a bachelor's degree in Public Administration, Business Administration, Political Science, Finance, or a closely related field. A combination of education and progressively responsible municipal management experience may be considered.

The City offers a competitive salary of \$75,000–\$100,000, depending on qualifications and experience, along with health insurance, participation in the Texas Municipal Retirement System (TMRS), paid leave, a City-provided vehicle, and other benefits established by City policy.

The Panhandle Regional Planning Commission has been contracted to assist the City with this search.

A full job description can be found at:

<https://theprpc.org/clarendon-cityadministrator.pdf>

To apply for this position, submit a cover letter, resume with references, salary history, and salary requirements.

Applications should be submitted to:

Max Seymour
LGS Program Coordinator
Panhandle Regional Planning Commission
415 SW 8th
Amarillo, Texas 79105
mseymour@theprpc.org

Questions regarding the position may be directed to Max Seymour at 806-372-3381 or mseymour@theprpc.org.

Application Deadline: **August 28, 2026** or until the position is filled.

The City of Clarendon is an Equal Opportunity Employer. Applicants selected as finalists for this position will be subject to a comprehensive background investigation.