General Manager

Bexar County Emergency Services District No. 2

Bexar County (San Antonio Area), Texas

Help Shape the Future of Public Safety

Exceptional organizations don't happen by accident; they are built by exceptional leaders.

Bexar County Emergency Services District No. 2 (BXCESD2) is seeking an accomplished, visionary executive to serve as our next **General Manager**. This is more than an administrative leadership position. It is an opportunity to help shape the future of one of Texas's progressive emergency services districts while working alongside the Fire Chief and Board of Commissioners to provide outstanding service to a growing community.

If you are a strategic thinker, collaborative leader, and experienced executive who enjoys transforming organizations, improving processes, and building high-performing teams, we invite you to explore this unique opportunity.

About the Position

The General Manager and Fire Chief serve as co-equal executive leaders of Bexar County Emergency Services District No. 2, with both positions reporting independently and directly to the Board of Commissioners. Neither executive position is subordinate to the other, and each maintains responsibility and authority within their respective areas of administration and operations, as established by the Board.

The General Manager provides executive leadership and oversight of the District's civilian administrative functions, while the Fire Chief maintains responsibility for fire, rescue, emergency medical services, emergency response operations, and associated operational functions.

Both executives are expected to maintain a professional, respectful, and collaborative working relationship, coordinating organizational priorities, strategic planning, budgeting, capital improvement projects, and administrative initiatives to support the District's mission and the Board's strategic direction.

The General Manager provides executive oversight for:

- Finance and Budget Administration

- Human Resources and Employee Benefits
- Information Technology and Cybersecurity
- Capital Improvement Projects
- Procurement and Contract Administration
- Records Management and Compliance
- Public Information and Government Relations
- Strategic Planning and Organizational Administration

This position offers the opportunity to influence every aspect of the District's long-term success.

What You'll Do

Maintain a strong and effective working relationship with the Fire Chief, ensuring ongoing communication, coordination, and collaboration on matters involving District administration, financial planning, personnel resources, capital improvements, organizational policies, and strategic initiatives.

The General Manager and Fire Chief are expected to respect their respective areas of responsibility while working together to develop coordinated recommendations and support the decisions and strategic priorities established by the Board of Commissioners.

As General Manager, you will:

- Provide executive leadership for the District's civilian operations.
- Develop innovative strategies that strengthen organizational performance.
- Partner with the Board and Fire Chief to establish long-term strategic goals.
- Oversee financial planning, budgeting, forecasting, and fiscal accountability.
- Lead Human Resources initiatives that attract, retain, and develop exceptional employees.
- Guide major capital improvement projects from planning through completion.
- Modernize technology systems and improve cybersecurity and operational efficiency.
- Negotiate contracts and cultivate strong relationships with vendors and governmental partners.
- Ensure compliance with Texas laws governing Emergency Services Districts.
- Represent the District with professionalism throughout the community and state.

- Collaborate with the Fire Chief in developing, preparing, monitoring, and administering the District's annual operating and capital budgets.

- Coordinate annual financial audits, financial reporting, forecasting, payroll administration, and compensation planning.

- Support the planning, budgeting, procurement, contract administration, and implementation of District capital improvement projects in coordination with the Fire Chief.

- Oversee governmental records management, public information requests, and compliance with applicable governmental transparency requirements.
- Support emergency management activities through financial administration, resource tracking, procurement, and logistical coordination during disasters and major emergencies.

- Monitor legislative developments and governmental requirements affecting Texas Emergency Services Districts and provide appropriate recommendations to the Board.

- Maintain effective communication and coordination with the Fire Chief regarding administrative decisions that may affect emergency operations, staffing, facilities, technology, and organizational readiness.

We're Looking For Someone Who

- Leads with integrity, transparency, and professionalism.
- Builds trust and strong working relationships.
- Thinks strategically while delivering practical results.
- Is financially savvy and understands governmental budgeting.
- Enjoys solving complex organizational challenges.
- Can balance multiple high-priority initiatives simultaneously.
- Communicates confidently with elected officials, employees, and community stakeholders.
- Has the courage to make difficult decisions while remaining collaborative and approachable.

Minimum Qualifications

- High school diploma or GED
- Current valid Class C State of Texas Driver License (Class B preferred)
- Associate degree or substantial coursework in public administration, business administration, or accounting or meets the BXCESD2 equivalency guide.
- Five (5) years of business management and administration experience.
- Five (5) years of financial management experience.
- Five (5) years of bookkeeping and financial software experience.
- Five (5) years of information technology experience.
- Five (5) years of progressively responsible supervisory experience
- NIMS 100, 200, 700, 800

Preferred Qualifications

Candidates who possess the following will be highly competitive:

- Bachelor's degree or master's degree in Public Administration, Business Administration, Accounting, or a related field
- Ten (10) years of business management and administration experience.
- Ten (10) years of financial management experience.
- Ten (10) years of bookkeeping and financial software experience.
- Ten (10) years of information technology experience.
- Ten (10) years of progressively responsible supervisory experience.
- The substitution of a combination of experience and education may be considered during selection.

Governmental Knowledge and Regulatory Compliance

The successful candidate must demonstrate a strong working knowledge of governmental administration, public-sector policies, regulatory requirements, and applicable Texas laws governing Emergency Services Districts, including but not limited to:

- Texas Health and Safety Code, Chapter 775 – Emergency Services Districts, including statutory authority, governance, administrative responsibilities, and operational limitations.
- Texas Government Code, Chapter 551 – Texas Open Meetings Act, including public meeting requirements, notices, agendas, executive sessions, and governmental transparency.

- Texas Government Code, Chapter 552 – Texas Public Information Act, including public information requests, disclosure requirements, applicable exceptions, and statutory deadlines.
- Governmental budgeting, financial accountability, public procurement, contract administration, records retention, and other applicable state and local governmental requirements.

The General Manager must provide informed administrative guidance to the Board of Commissioners, collaborate with the Fire Chief, and coordinate with District legal counsel to ensure compliance with applicable laws, regulations, and Board-adopted policies.

Why Bexar County ESD #2?

At BXCESD2, we believe strong leadership creates strong organizations. Our employees are dedicated public servants committed to excellence, innovation, accountability, and teamwork. We value leaders who invest in people, embrace continuous improvement, and help build an organization prepared to meet the evolving needs of our community.

This is an outstanding opportunity to leave a lasting legacy while serving one of the fastest-growing regions in Texas.

Additional Requirements

Final candidates must successfully complete:

- Comprehensive background investigation
- Drug and alcohol screening
- District suitability examination

Applicants must meet all eligibility requirements established by the District.

Anticipated Salary

$147,150.00 to $190,000.00 annually, depending on qualifications (DOQ)

Work Schedule

Monday through Thursday, 7:00 a.m. to 5:00 p.m. work schedule, recognizing that executive responsibilities may require additional hours.

Applicant Process

Application Portal:

https://ureconsultinggroup.applicantpro.com/jobs/

Please note that applicants must upload a cover letter, resume, and relevant credentials as part of the application process. Only completed applications submitted through the link above will be considered.

Bexar County Emergency Services District No. 2 is an Equal Opportunity Employer.

Process Timeline *(Dates are projections and may be subject to change)*

November 9 – December 7

Position Advertisement

November 9 – December 7

Questionnaires distributed to qualified applicants as identified. Applicants are required to return after five (5) business days.

Week of December 14

Top tier of finalists Zoom interviews.

Week of December 28

On-site finalist interviews with the top candidates.

Week of January 4

Final candidate selection.