

MEGAN KIRKLAND

MK

119.071(4)(d)2h

megank2015@gmail.com

Dear Mayor and Members of the City Council,

January 20, 2025

I am writing to express my interest in the City Manager position with your organization. With progressive experience in municipal administration, economic development, fiscal management, and policy implementation, I bring a results-driven, community-focused leadership style well suited to advancing the goals of a city council–manager form of government.

I served as the Assistant City Administrator and City Secretary for the City of Linden, Texas, where I played a key role in overseeing municipal operations, financial administration, personnel supervision, and policy development. In this role, I lead core fiscal functions including payroll, accounts payable and receivable, purchasing, and loan servicing, while ensuring sound internal controls and compliance with municipal regulations. I have developed and implemented administrative policies and procedures, supported short- and long-term planning initiatives, and supervised staff across multiple functional areas.

In addition to my administrative role, I served as the Executive Director of the Linden Economic Development Corporation. In this capacity, I have fostered strong relationships with business owners and stakeholders, launched the successful “Shop Linden First” campaign to support downtown revitalization, and administered business incentive grants that helped expand the local economy. My experience managing EDC finances and producing positive audit outcomes reflects my commitment to transparency, accountability, and responsible stewardship of public funds.

I hold a Master of Business Administration from The University of Texas at Tyler, with a specialty in Cybersecurity, as well as bachelor’s degrees in Political Science and Paralegal Studies from Texas A&M University–Commerce. This educational background, combined with hands-on municipal leadership, allows me to approach city management with both strategic insight and practical execution.

As City Manager, I would bring a collaborative approach to working with elected officials, staff, residents, and community partners. I am committed to ethical leadership, fiscal responsibility, and service excellence, with a focus on building efficient operations and fostering sustainable community growth.

Thank you for your consideration. I would welcome the opportunity to further discuss how my experience and leadership philosophy align with your city’s vision and priorities.

Sincerely,
Megan Kirkland

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EDUCATION

University of Texas - Tyler
Masters in Business Administration
Specialty in Cybersecurity

Tyler, Texas
August 2024

Texas A&M University - Commerce
Bachelor of Science in Political Science
Bachelor of Science in Paralegal Studies
Minors in Computer Science and General Business

Commerce, Texas
December 2019

EXPERIENCE

City of Linden, Texas
Assistant City Administrator/City Secretary

Linden, Texas
April 2023 - August 2025

- Reviewed and developed fiscal policies, procedures, and monitored the handling of municipal funds
- Lead and performed fiscal operations including payroll, accounts payable and receivable, purchase orders, loan servicing and loan accounts
- Supervised and evaluated assigned personnel in administrative, personnel, payroll, or assigned program functions
- Administered grant programs; developed and monitored, required procedures
- Developed policies and procedures for assigned projects; assist in the development of short-and long-term planning
- Established, implemented, and evaluated administrative/operational policies, practices, and procedures

Linden Economic Development Corporation
EDC Director

Linden, Texas
April 2021 - August 2025

- Created the campaign of “Shop Linden First” to promote downtown businesses that resulted in increased customer traffic
- Fostered positive relationships with business owners to help create a better sense of community in the City of Linden
- Provided incentives to six businesses with grants that will aid in providing operating capital to help expand the local economy
- Performed bookkeeping duties to help with day-to-day operations that resulted in positive year-end audit reports

Linden United Methodist Church
Administrative Assistant/ Financial Secretary

Linden, Texas
January 2020 – July 2021

- Performed daily secretarial duties that led to increased organizational efficiency
- Organized and maintained yearly budgets to be presented to church council that gave accurate views of the church’s financials
- Performed bookkeeping duties to help with day-to-day operations that resulted in reconciled year-end reports

Reliant NDT LLC.
Administrative Assistant

Linden, Texas
September 2018- March 2020

- Implemented new organizational strategies that increased office efficiency
- Assisted in general clerical duties that had positive impacts on day-to-day operations
- Utilized data entry software to increase business performance output that resulted in accurate time sheet calculations.

Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
119.071(4)(d)2h		2

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