

CITY ADMINISTRATOR

CITY ADMINISTRATOR EMPLOMENT DUTIES:

The City Administrator shall assist the Mayor (at his direction) in the administration and management of all affairs of the City that are placed in the Mayor's charge by the provisions of the City Charter, ordinances, and statutes of the State of Texas.

The duties to be performed by the City Administrator shall include, but not be limited to:

- Assist the Mayor in directing all departments and managing the daily operations of the municipality
- Review, sign or attest to all contracts, budget and financial orders, and all obligating or payment documents, or other documents requiring the Mayor's signature to be executed by City Departments or other agencies
- Direct the preparation and implementation of the City's capital and operating budgets, by monitoring and assessing of budgetary and programmatic performance, of analysis of municipal programs, and internal audit of programs and departments for efficiency, productivity, and effectiveness enhancements
- Work with Mayor in the hiring, termination, and discipline employees in accordance with delegations of City Council
- The City Administrator is responsible for the implementation of all policy set by the Mayor

ESSENTIAL JOB FUNCTIONS: (Under the direction of the Mayor and City Council)

- ◆ Directs and manages the operations of the City and Gas Administration. Oversees and participates in the resolution of inquiries and complaints from the public and other organizations. Establishes, monitors and evaluates progress towards goals and objectives of the city.
- ◆ Attends and records minutes of all meetings of the City Council; briefs the Council on pending agenda items and other City issues; responds to inquiries and provides Council Members with information on the status of City operations and projects; provides analysis as needed to assist the Mayor and Council to make informed policy decisions; prepares the Mayor's items for meeting agendas; and provides administrative support to the Mayor as needed.
- ◆ Works with City Accountant to perform financial and managerial analyses for the Mayor and City Council pertaining to City operations and programs under consideration; prepares reports; and makes presentations to the Mayor and, as needed, to the City Council and other interested parties.
- ◆ Oversees operations of all City matters, keeping the Mayor apprised on administrative activities; assists City residents with resolution of problems requiring the attention of the Mayor; monitors and evaluates progress of city towards its goals and objectives.
- ◆ Responsible for the preparation of the annual city and gas system budget; coordinates the scheduling of budget meetings; and ensures compliance with all legal and procedural requirements.

- ◆ Works with City staff in planning, design, implementation, and evaluation of construction/renovation projects, i.e. road repair.
- ◆ Oversees professional contractors and/or consultants providing services for City projects: participates in the evaluation and selection of contractors/consultants; interfaces with and monitors the contractors/consultants to ensure timely and quality completion of project; facilitates cooperation with the project throughout the organization; and provides information and support as needed.
- ◆ Administratively reviews and approves for appropriateness and sufficiency all contracts, obligating documents, payments, and other documents requiring the Mayor's signature for executive, as well as proposed Council orders and communication with the City Council, prior to the Mayor's signature.
- ◆ Assists the Mayor and City Council with strategic and long-range planning for the City: participates in planning efforts at the local and regional level; keeps the Mayor apprised of developments at the state and federal level that impact the City; monitors pending legislation for impact on the City; oversee compliance with new legislation.
- ◆ Represents the Mayor and the City at various meetings, functions, and events: serves as a liaison to various civic or governmental organizations and committees, taskforces, boards, and commissions; confers regularly with officials from the other municipalities, chamber of commerce, authorities, and commissions; provides information about City operations; participates in discussions and decisions; and keeps the Mayor apprised of activities.

QUALIFICATIONS:

- Master's degree preferred from an accredited university in business, finance, public administration, business management or a related field
- Five (5) to seven (7) years of executive management experience, which includes responsibilities for operations, budgeting and managing personnel
- Recommend direct years of service as a municipal or town administrator or manager in order to do this job as effectively as possible
 - A working knowledge of government finance with proven experience in administering budgets;
 - Possesses high-level communication skills
- The appointing authority may waive certain relevant professional related work experience.