

CITY MANAGER
JOB DESCRIPTION

DESCRIPTION OF WORK:

Performs in the capacity of City Manager, which includes managerial, administrative and technical tasks in the administration of all aspects of local city government.

SUPERVISION RECEIVED:

Work is performed under the policy direction of the Mayor and City Commission.

SUPERVISION EXERCISED:

Provides administrative and operational supervision of all City staff.

EXAMPLE OF DUTIES:

1. Responsible for all aspects of City government administration.
2. Prepares proposed city budget for submission to the Mayor and City Commission.
3. Administers City budget after adoption by the City Commission.
4. Reports to the City Commission on finances and administrative activities at the end of the fiscal year.
5. Provides oversight regarding the purchase of materials, supplies, equipment and services, for which allocations are provided in the approved city budget, under guidelines established by the City Commission.
6. Informs the City Commission of the availability of grants and outside funding sources.
7. Prepares and administers bids for City Commission approval when required.
8. Attends the City Commission meetings and takes part in the discussion of matters coming before the Commission.
9. Provides or delegates liaison responsibilities between the City Commission and city boards, commissions and special committees.

10. Recommends adoption of measures for the improved health, safety, or welfare of the City. Suggests improvements in administrative services for greater cost effectiveness or improved program results.
11. Answer questions or complaints about City services or public utility performance and reports findings to the Mayor and City Commission.
12. Ensures the enforcement of all City Ordinances, Resolutions, policies and procedures including personnel policies and rules. Advise the City Commission when changes are needed.
13. Administers the City Personnel Policy Manual directly or through others and informs the City Commission of all actions contemplated that would result in the filling or vacating of authorized personnel positions at the Department Head level.
14. Performs any other duties as required by the City Commission consistent with federal, state and local laws and regulations.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of municipal government administration and organization; technical and operation principles, practices, and problems of municipal budgeting and finance; knowledge of the principles and practices of municipal planning and community development. Ability to plan, assign and coordinate and direct the varied functions within a municipal government; analyze problems and plan corrective policies and procedures; establish and maintain effective working relationships with City officials, officials of other jurisdictions, officials of other agencies, officials of private sector organizations and the general public.

DESIRED TRAINING, EDUCATION AND EXPERIENCE:

Bachelors Degree in Public Administration, or related field of study. Masters Degree preferred. Five (5) years municipal government experience with two (2) years as a department or agency head or higher position.

DESIRED LICENSE AND CERTIFICATION REQUIREMENTS:

Must have the appropriate class, valid Texas motor vehicle operator license.

Employee's Signature