

## CITY MANAGER

### Position Summary:

A City Manager oversees the administrative tasks that allow a city to operate. Working closely with various city departments and city officials, City Managers manage policies, create new public programs, maintain the city budget and advise the city council. This position is appointed by the City Council and serves as the Chief Executive of the city government.

The role of the city manager is not restricted to business hours; a city manager must be available 24/7 no matter what the time.

### Duties and Responsibilities:

- Communicating and overseeing the heads of city departments that report to the city manager
- Managing the city's budget
- Authorize and oversee the administration of grant proposals ensuring all requirements for funding and operations can be met within City policies
- Representing the city government during social functions as well as more formal meetings with municipalities and government officials
- Mediating between political groups when there is disagreement
- Acting as a spokesperson to the media regarding council activities
- Ensuring the smooth running of public services such as water, sewage, and other utilities
- Develop and implement capital improvement and strategic plans for a wide range of municipal activities.
- Acting as a conduit by which the public can communicate their concerns and needs
- Supervising municipal projects and delegating responsibilities to the city operational managers of departments and city employees that are best suited for specific projects and jobs
- Member of Emergency Management Team required to remain within the city in the event of disaster or Act of God.

### Skills:

- Diplomacy and tactfulness
- Strong written and verbal skills that are clear and understandable
- Excellent organizational skills to manage projects and delegate personnel
- Strong critical thinking skills
- Public speaking skills
- Knowledge of city laws and ordinances
- Understanding of governmental processes
- Knowledge of municipal bonds (general obligation, certificates of obligation, and revenue, etc.)
- Knowledge of local government purchasing laws and practices
- Application of good knowledge of rules and regulations of the Texas Open Records Law
- Application of good knowledge of rules and regulations of the Texas Open Meeting Law
- An ability to negotiate with employees, different jurisdictions, and those people, such as vendors, who provide services to the city
- Solid understanding of the key roles that others play in city government

- The ability to research and find needed resources as well as to adapt to changing situations

Education and Requirements:

- Bachelor's degree in business administration, Public Administration, Public Policy or related field required
- Certified Public Manager or training in areas that are to the job specific
- 8 years of experience working in a municipality; public administration; municipal finance
- 5 years as a previous City Manager and/or Deputy City Manager experience or any equivalent experience or training which provided the required knowledge, skill and ability
- Strong management leadership and public service
- A working knowledge of project management and grant project development
- Valid Texas Driver's License
- The City Manager must reside within the city limits after the appointment becomes effective (City Charter Section IV 4.01)
- A Master's in Public Administration is preferred

*Job description statements are intended to describe the general nature and level of work being performed by the employee assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*