

City Administrator

Job Description

GENERAL DESCRIPTION:

This position works with the Mayor, reports to the City Council and manages all activities of the City of Bandera's future planning and current day-to-day operations. The purpose of this position is to oversee all phases of operations for the City of Bandera, including Municipal Office, Departments of Public Works, City Marshal, Municipal Court, Financial and Animal Services. Overseeing operations within these departments include working directly with the directors and supervisors of these departments to maintain and improve efficiency and compliance. City Administrator is expected to exemplify leadership qualities and professionalism when managing, developing and enforcing interoffice and cross area processes and procedures, such as personnel interaction and communication, money handling and building security, work schedules, creating daily work plans, administering the department budget, monitoring development, controlling expenditures, scheduling personnel training and vacation, and overall management of personnel and equipment, distributing and maintaining building access. A complete job description is available on the City of Bandera website.

DUTIES, RESPONSIBILITIES, AND EXPECTATIONS:

- Maintain regular, predictable, and punctual attendance.
- Establish and maintain effective working relationships with City officials, all employees, and the general public.
- Perform all duties and responsibilities in a manner consistent with the core values of the City, and consistent with City and Department policies.
- Work with relative independence and judgment with initiative required to meet operating requirements.
- Use safe working practices in the performance of duties and ensure proper safety practices are used by all employees.
- Manage confidential and sensitive issues requiring a high degree of discretion, diplomacy, and tact.
- Work a flexible schedule, which may include evenings, weekends, holidays, overtime and on call.
- Advise and assists the Mayor and City Council in representing the city's interests with other level agencies of government, business interest, and the community at large.
- Attend all staff, City Council, other City Commission meetings and workshops and, when required, follows up on the tasks.
- Represent the City when in attendance of meetings, as required, and public functions involving other State, County, Community, Local, Department, elected/appointed officials, civic and community service organizations, volunteer groups.
- Work with various state and federal agencies and other consultants, contractors, and professionals when necessary and required.
- Responsible for achieving an extensive knowledge of the City's Codes, Ordinances, Operations, IT systems, and overall principles and practices of effective supervision or management of organizations and personnel.
- Work under the general supervision of the Mayor and the City Council and with the department supervisors and directors to
 - Develop and maintain the annual budget for the office, to include the annual planning calendar, stages with associated deadlines and requirements.
 - Directs, plans and oversees infrastructure, community, and development services as a public relations servant to the citizens of the city.
 - Ensures all contracts with the city, including public utility franchises, are kept and performed and, upon knowledge of any violation thereof, bring to the immediate attention of the city council.
 - Maintain the City of Bandera Comprehensive Master Plan, Codes and Ordinances per approval of the City Council.
 - Maintain personnel efficiency by planning and implementing office policies and procedures, systems, layouts, and equipment procurement as well as recruiting, screening, selecting, orienting, and training employees, as may be required.
 - Coordinate and schedules staff meetings, to plan, organize and direct the overall administrative activities and operations of the city, to maintain city website content, city calendar and all contact information in a timely manner.
 - Design and implement office standards by establishing policies and procedures, measuring results against set standards, and making necessary adjustments.
 - Maintain a fair and productive work environment through setting and following consistent expectations to include follow up with performance reviews which are based on monitoring, documenting, coaching, counseling, and disciplining employees, as may be required.
 - Complete and oversee all operational requirements through proper schedule monitoring, such as creates, adjusts and schedule employees with work results follow up, managing leave request, monitoring, and approving time sheets prior to submitting to the treasurer.
 - Maintain efficient customer service and office services through office communication, operations, policies, and procedures to control expectations, correspondence, filing systems, supply requisition handling, work order processing and fulfillment and monitoring clerical functions, and personnel reviews.
 - Monitor and analyze special reports, issues and trends and report to City Council to maintain a proactive instead of reactive approach to city issues and long-term planning.
 - Maintain up-to-date professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in City functions or societies.
 - Create, coordinate, and monitor the activities of the city to assure information is disseminated, as may be appropriate.

- Responsible for achieving an extensive knowledge and compliance in accordance with The State of Texas, Texas Municipal League and any other applicable rules and regulations.
- Responsible to achieving knowledge and compliance of all personnel policies and procedures.
- Must sign a Disclaimer.
- Must sign a Code of Ethics.
- Perform other related duties as required.

MINIMUM EDUCATIONAL QUALIFICATIONS:

Bachelor's degree in public administration, business administration or similar field

DESIRED EDUCATIONAL QUALIFICATIONS:

Master's degree in a related field

MINIMUM QUALIFICATIONS:

- Candidates should have executive level experience in the public sector with at least three years as an Assistant City Administrator or City Administrator.
- Possess excellent skills in the areas of personnel management, municipal administration, economic development, emergency management, financial management, human resources, city services, public works, municipal planning, and community relations.
- Possess excellent communication and productivity skills, such as oral and written communications, multiple task oriented, and a critical thinker required for problem solving.
- Must be bondable.

Note: These knowledge, skills and abilities may be demonstrated by a Bachelor's Degree in Government, Political Science, Business Administration or a related field; a Master's Degree in Public Administration or a related field. Five years' experience in local government in an upper management position OR any combination of training and experience leading to the desired level of knowledge and skill are acceptable.

REQUIRED LICENSES:

Texas Drivers' License

The City of Bandera has a zero-tolerance policy regarding drugs. Any offer of employment may be contingent on a successful completion of a drug test.