



DRIPPING SPRINGS
Texas

CITY ADMINISTRATOR
FULL-TIME EXEMPT

A. GENERAL PURPOSE

Under the general supervision of the Mayor and City Council, this position is the chief administrative officer of the City, and responsible for planning, organizing, directing, and coordinating all municipal activities. This includes but is not limited to providing input in strategic planning, working with departments and managers to set goals, collaborating with colleagues to implement policies and develop improvements, oversees resource allocation and budgeting. The City Administrator is responsible for the proper administration of all affairs of the City as directed by the Mayor and City Council.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, organizes, and coordinates the organization of City Administration, City Staff, and City Departments to ensure a coordinated and efficient effort to meet the policies, goals and objectives established by the Mayor, City Council, Commissions, and various Committees.
2. Directs personnel matters as provided in the Personnel Manual.
3. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes daily workloads and staff assignments; reviews progress and directs changes as needed.
4. Assists in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates activities with other employees and agencies as needed.
5. Works with the Deputy City Administrators in the planning, directing, management, and review of the activities and operations of the City, providing them direction, guidance, and feedback on their areas of oversight.
6. Oversees Administration, City Secretary, Legal, Municipal Court, People & Communications, and Parks & Community Services Departments.
7. Assists in carrying out Comprehensive Plan.
8. Assists City Treasurer/Finance Director in preparation of the annual budget and budget

amendments including obtaining budget input and recommendations from Commissions, Committees, and Boards.

9. Explains, interprets, and provides guidance regarding applicable codes related to lighting and sign ordinance to architects, engineers, contractors, developers, owners, and other interested parties in coordination with the Building Official and Planning Department.
10. Reviews current trends and developments and assists in preparing revisions to City ordinances and local regulations.
11. Performs research on ordinances as assigned in order to evaluate and recommend improvements to ordinances.
12. Makes recommendations and carries out the City's Legislative Program as director.
13. Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
14. Attends City Council, Commission, Committee, and Board meetings as needed, including those held outside normal business hours.
15. Works with the City Secretary to prepare agendas, review meeting minutes, and prepare resolutions and ordinances for the Council to consider.
16. Serves as support staff for the Office of the Mayor and City Council.
17. Coordinates and oversees the work of consultants hired by the Council as relates to areas of oversight.
18. Represents the City with other governmental agencies and officials.
19. Monitors the performance of departments and recommends corrective action where necessary.
20. Prepares reports and other information for submission to the Council, Commissions, Boards, and Committees. Administers and coordinates grants applied for and received by the City.
21. Performs duties and responsibilities of the Deputy City Administrators in their absence.
22. Performs all other duties as assigned.

C. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

1. Requires a High School Diploma and a degree from an accredited four-year college or university or have five (5) years of progressively responsible municipal work or any equivalent combination of education and experience.

2. Possesses considerable knowledge of modern governmental accounting principles and practices, public administration, and personnel management.
3. Ability to establish and maintain effective working relationships with employees, City officials, media, and general public.
4. Ability to communicate effectively orally and in writing.
5. Ability to handle confidential and sensitive information while maintaining confidentiality.
6. Valid Texas Driver's License and good driving record (required).

D. TOOLS AND EQUIPMENT USED

Personal computer, including Microsoft Office; email; phone; printer; copy machine; and general office equipment.

E. SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee is frequently required to sit, talk, hear, use hands; and reach with hands and arms.
2. The employee is occasionally required to move around city hall and various locations throughout the City and nearby areas.
3. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds office supplies, files, equipment, and furniture.

F. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works inside an office.
2. The noise level in the office work environment is usually mild.

G. WORK HOURS

This is a full-time position. Core work hours are between 8:00 am and 5:00 pm including one unpaid hour for lunch, Monday through Friday except holidays. Attendance at evening meetings

and/or weekend events is required. This position is a full-time exempt and eligible for compensatory time off as described in the “CITY OF DRIPPING SPRINGS PERSONNEL MANUAL”.

H. SALARY

Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

I. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee’s offer letter, written agreement, and subsequent revisions to the Manual.

J. EQUAL OPPORTUNITY EMPLOYER

The City’s employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact the City Administrator at (512) 858-4725.

***Please note:** This Job Description is not a contract and shall not be construed to alter an employee’s at-will relationship. The terms and conditions of any employee’s position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee’s Offer Letter and/or Employment Agreement shall be read together in harmony. If there are conflicts between this Job Description, the Personnel Manual, and the employee’s Offer Letter and/or Employment Agreement, the most specific term or condition of employment shall govern.*