



JOB DESCRIPTION

Effective Date: _____



Title:	City Manager	FLSA Status:	Exempt
Department:	City Administration	Essential Status:	Essential
Division:	All	Pay Grade:	Contract
Reports to:	Mayor & Council		

BRIEF DESCRIPTION:

The City Manager serves as the chief executive officer of the City, responsible for providing executive leadership, strategic direction, and oversight of all municipal operations. Appointed by and accountable to the City Council, the City Manager implements Council policies, manages day-to-day operations, and ensures high-quality public services that meet the needs of residents, businesses, and visitors. This role requires a collaborative, innovative, and ethical leader committed to transparency, fiscal responsibility, and community well-being. The City Manager also serves as the Emergency Management Coordinator for the City of Everman and is responsible for developing, coordinating, and implementing emergency preparedness, response, recovery, and mitigation plans for the City. This role ensures that the City is prepared for natural disasters, large-scale emergencies, public health threats, and other critical incidents.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Mayor & Council
2. Directs: Directors of Departments and all city employees
3. Other: Will work with all public safety personnel, city employees, and general public. Will also coordinate with chief administrative and command level officers of various other public safety entities.

GENERAL STATEMENT:

This position is a critical, executive level position. This position shall supervise and direct all within the City of Everman in all phases of operations of services.

ESSENTIAL FUNCTIONS AND JOB RESPONSIBILITIES:

- Provide administrative leadership and direction for all departments and city personnel.
- Implement policies, ordinances, and directives established by the City Council.
- Oversee the preparation and administration of the city budget; ensure fiscal responsibility and sound financial planning.
- Monitor operational effectiveness and ensure delivery of quality municipal services.
- Hire, supervise, and evaluate department heads and senior staff; foster a culture of professionalism, performance, and accountability.
- Serve as liaison between the City Council, city staff, and the community; ensure open lines of communication and responsive service delivery.
- Lead and support long-range planning, economic development initiatives, infrastructure improvement, and public safety efforts.



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- Prepare regular reports and recommendations for the Council on city operations, emerging issues, and strategic priorities.
- Facilitate intergovernmental relations and represent the City in regional and state partnerships.
- Coordinate city-wide emergency preparedness training, drills, and exercises for employees, first responders, and partner agencies.
- Serve as the primary liaison to county, state, and federal emergency management agencies.
- Lead the Emergency Operations Center (EOC) during activations and ensure continuity of government and essential services.
- Identify vulnerabilities and propose solutions to enhance community resilience and disaster response capabilities.
- Develop and manage public education and outreach initiatives on emergency preparedness and disaster safety.
- Coordinate emergency notifications and communication strategies, including use of alert systems and social media during crises.
- Monitor threats, weather events, and emerging risks to ensure timely situational awareness and response readiness.
- Seek, apply for, and manage emergency management grants and funding opportunities.
- Maintain compliance with federal and state laws, including FEMA, DHS, and State Emergency Management requirements.
- Ensure legal compliance with local, state, and federal regulations and statutes. Ensure any and all responsibilities, as directed by the City of Everman and Tarrant County Emergency Operations Plan, are carried out effectively in accordance with all local, county, regional, state and federal mandates. Comply with all National Incident Management System (NIMS) training guidelines.
- Initiates and monitors employee training, license, continuing education, renewals as required by city, state, federal, or other appropriate authority.
- Regular and timely attendance
- Performs related duties as assigned.

LEADERSHIP QUALITIES AND COMPETENCIES:

- Visionary, strategic thinker with strong problem-solving skills.
- Collaborative leadership style that encourages input, innovation, and inclusive decision-making.
- Strong financial acumen and experience managing complex budgets and capital projects.
- Excellent communicator with proven ability to engage a diverse set of stakeholders including elected officials, staff, community members, and external partners.
- Commitment to transparency, ethical conduct, and public service.

REQUIRED EDUCATION, TRAINING & EXPERIENCE:



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- Bachelor's degree in Public Administration, Political Science, Business Administration, or a related field (Master's degree in Public Administration or related field preferred).
- Minimum of 5-10 years of increasingly responsible experience in local government management, with at least 3 years in an executive or senior leadership role.
- Strong understanding of municipal operations, budgeting, and governance.
- Demonstrated success in building effective teams and working relationships with elected officials and the public.

DESIRED EDUCATION, TRAINING & EXPERIENCE:

- Texas Certified Public Manager Certification or similar
- 5 years or more of experience in public safety (police, fire, or E.M.S.).
- Bi-lingual

ENVIRONMENTAL FACTORS & CONDITIONS/PHYSICAL REQUIREMENTS:

- The position requires both office-based work and field presence during emergency responses and training exercises.
- Must be able to work extended hours, including evenings, weekends, and holidays, as needed.
- Physical ability to perform law enforcement tasks when required.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to extreme weather conditions.

SIGNATURE – REVIEW & COMMENTS:

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

I have reviewed this job description and received a copy.

Signature of Employee

Date