

CITY OF GLEN ROSE, TEXAS

Job Description

JOB TITLE: City Administrator
DEPARTMENT: Administration
REPORTS TO: Mayor and City Council

JOB SUMMARY:

The City Administrator shall be appointed by a majority vote of the Mayor and City Council for an indefinite term. The City Administrator shall serve as the administrative officer of the City and shall be responsible for the proper administration of City affairs. The City Administrator works for the Mayor and City Council.

EXAMPLES OF JOB DUTIES:

Supervises and coordinates the day-to-day operations of each department and its personnel. This includes the hiring and dismissal of City employees. Must create and foster a positive work environment. The Council has the final decision on the appointment and dismissal of department heads.

Attends various meetings, including city council, planning and zoning commission, and staff meetings, and represents the City at functions with outside organizations, agencies, businesses, and the general public.

Assists the Mayor and Finance Director with preparation of the annual budget.

Plans and executes short- and long-range plans and programs of the City's Comprehensive Plan.

Recommends to the Mayor and City Council from time to time the adoption of such measures as may be deemed necessary or expedient for the health, safety or welfare of the City or for the improvement of public services of the City to achieve greater cost effectiveness or program results.

Assists the City Council in identifying and applying for federal and state grants and loans.

Investigates the affairs of the City or any department or division thereof, including all complaints relating to matters concerning the administration of the government of the City and in regard to public services. The findings must be reported to the Mayor and City Council.

Ensures that all laws, ordinances and policies of the City and all franchises, permits and privileges granted by the City are faithfully observed.

Works with outside consultants on City projects.
Fosters positive with any organizations that the city works with.

Performs other such duties as may be prescribed by the City Council or dictated by the nature of the position.

Must be available to Mayor and City Council for meetings pertaining to city operations.
(Refer to City Administrator Ordinance for additional powers and duties)

WORKING CONDITIONS:

Works mostly indoors in a comfortable environment. Travels to meetings, conferences, seminars, etc. Subject to intermittent times of stress, especially when dealing with locally elected officials and the general public. Subject to frequent calls after hours and is required to attend frequent night meetings.

KNOWLEDGES, SKILLS AND ABILITIES:

Basic knowledge of general management principles.

Ability to establish and maintain effective working relationship with officials in local, State and Federal government and in the private sector.

Ability to select, develop, organize, motivate and effectively utilize City staff.

Working knowledge of local codes, ordinances and State and Federal laws affecting municipalities.

Working knowledge of municipal operations and functions.

Knowledge of municipal budgeting procedures and public financing operations.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to assimilate a variety of facts and draw sound conclusions.

Ability to speak effectively in public.

EDUCATION AND EXPERIENCE:

Bachelor's degree in public administration, business administration or related degree with at least five (5) years of experience in city government with major emphasis in management and fiscal affairs, or five (5) years to eight (8) years minimum experience in performing above tasks in lieu of degree.

LICENSES AND CERTIFICATIONS:

Class C Texas Drivers License
Eligibility to be bonded