



City of Montgomery, TX
City Administrator
Job Description

Department: Administration
Immediate Supervisor: Mayor and City Council
FLSA: Exempt
Pay Grade: 115

ESSENTIAL DUTIES AND RESPONSIBILITIES:

City Administrator acts as chief executive and administrative officer for the city. Directly or indirectly supervises department heads and other designated employees and indirectly supervises all other personnel within the city organization. Prepares, administers, and presents the annual budget for the city. Monitors expenditures during the year and makes recommendations for budget modifications or additional funds. Additional duties include administering policies established by the City Council and by law, developing and implementing administrative procedures, selecting, developing, and effectively utilizing staff, and overall supervision of projects and all other intergovernmental relationships

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Prepares or reviews and approves agendas and other materials for and attends and assists with all meetings of the City Council.
- Keeps the City Council advised of the financial condition and future needs of the city and makes such recommendations as may seem desirable.
- Prepares and submits to the City Council at the end of each fiscal year a complete report on the finances and administrative activities of the city of the preceding year.
- Prepares annual budget recommendations based on data submitted by all department heads, including capital expenditure items, consistent with Council-approved short- and long-range plans.
- Submits budget recommendations, including justification, to the Council for approval; files approved budgets with appropriate authorities; and administers approved budget.
- Keeps the City Council informed on progress in all departments and on any other pertinent matters relating to city operations to enable them to make informed policy decisions.
- Assist departments in the absence of supervisors.
- Administers all contracts with the city to ensure their faithful execution.
- Represents the city before a variety of groups in making formal or informal presentations about the city and specific city activities.
- Administers, accounts, and implements all department city policies and procedures.
- Performs such other duties as may be assigned by the City Council.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree or equivalent experience in public or business administration, finance, or related field.
- Five (5) years of progressively responsible experience in public administration; at least three (3) years of which involved city management.



City of Montgomery, TX
City Administrator
Job Description

- Willing to work extended hours and willing to travel overnight to conferences, seminars, and meetings.
- Preferred requirements include Master's in public administration and Certified Public Manager.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general management principles.
- Knowledge of budgeting and accounting principles and procedures.
- Knowledge of multi-funded financing operations.
- Ability to interpret and communicate to other rules, regulations and guidelines prepared by state and federal agencies on a variety of programs.
- Ability to select, develop, organize, motivate, and effectively utilize staff.
- Skilled in communicating effectively orally and in writing.
- Ability to establish and maintain effective working relationships with officials in local, state and federal government and in the private sector.
- Ability to respond adequately to a variety of policy issues faced by the city.

PHYSICAL DEMANDS AND LOCATION

- The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lit, heated, and ventilated.
- The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying light items such as papers, books, small parts, driving a vehicle, etc. No special physical demands are required to perform the duties of City Administrator.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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City of Montgomery, TX
Deputy City Secretary
Job Description

Department: Administration
Immediate Supervisor: Director of Administrative Services/City Secretary
Director of Administrative Services/City Secretary
FLSA: Non-Exempt
Pay Grade: 108

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the City Secretary, the Deputy City Secretary will perform executive and administrative functions for the City Secretary in service of the City Administrator, Assistant City Administrator, Mayor, City Council, City Departments, and the general public. This position requires extensive contact with the public and city council in situations that require considerable tact, judgment and diplomacy. This position does not exercise any supervisory authority.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Provides back up to the City Secretary as required.
- Assists in the preparation, publishing, posting, and distribution of the City Meeting agendas within the guidelines of the Texas Open Meeting Act.
- Attendance Attends of the City Council or other board meetings as needed or in the absence of the City Secretary and preparation prepares of official minutes.
- Prepares ordinances, resolutions, and proclamations; attest to, publish, and/or post ordinances and resolutions in accordance with law as needed.
- Provides access of City documents and records to citizens as requested and in compliance with the Texas Public Information Act (Open Records).
- Assists with the administration of the city-wide records management program; maintain, dispose and preserve official city documents and records in accordance with legal requirements.
- Assists with the administration of all municipal elections in accordance with Texas Election Code.
- Completes special projects as directed by supervisor.
- Facilitates the resolution of problems experienced, and address citizen complaints and other issues.
- Works directly with the City Secretary in the assistance to council members and department heads, acting as a point of contact for city council members and assisting with city council requests.
- Engages in administrative assignments as necessary, including filing, answering phone calls, making copies/scans, writing memorandums, drafting legal documents, ordering supplies, keeping and processing receipts, keeping calendars, and other duties as requested.
- Assists with onboarding the Boards & Commissions and Committees appointees.
- Assists with onboarding new hires.
- Attends staff, board, committee, and Council meetings as requested, participating as warranted.

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City of Montgomery, TX
Deputy City Secretary
Job Description

- Maintains desired working relationship with City Administrator, Assistant City Administrator, Mayor, Council, and general public.
- Works cooperatively with community groups.
- Provides support to other city department programs and/or activities.
- Maintains a professional working relationship with other Federal, State, and local government agencies.
- Processes special events permits for vendors, solicitors, food vendors, photographers, and others for street festivals and other outdoor events.
- Processes alcohol permits.
- Performs other duties as assigned.

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EDUCATION AND/OR EXPERIENCE

- Completion of an bachelor's Associate's degree in public administration or closely related field, highly preferred.
- Two (2) years of administrative experience in comparable sized city; or equivalent combination of training and/or experience which evidences a comprehensive knowledge of public administration, and office administration techniques.
- Texas Registered Municipal Clerk Certification preferred, or the ability to obtain certification within five (5) years of hire date.
- Must possess or be able to obtain a Notary Public License and a valid Texas Driver's License.
- Experience may be substituted for educational requirements.

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Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Municipal government policies, procedures, activities, and practices.
- Knowledge of Federal, State local statutes, ordinances and regulations governing municipal operations.
- Knowledge of personal computers, tablet, mobile, and internet skills with emphasis on word processing and spreadsheet applications, online task management tools, and other cloud-based solutions.
- Ability to communicate effectively in verbal or written form; preparing clear, concise and comprehensive reports.
- Ability to exercise sound judgement.
- Ability to establish and maintain effective working relationships with peers, city officials, and the general public.
- Ability to properly respond to sensitive inquiries from citizens and government officials.
- Ability to be flexible in working the necessary hours to complete responsibilities as approved by supervisor.

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PHYSICAL DEMANDS AND LOCATION

- The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job.

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**City of Montgomery, TX
Deputy City Secretary
Job Description**

Core hours 8:00 AM 5:00 PM, M-F. On occasion and as approved by supervisor some late nights and weekends as needed per City meetings and workshops.

- While performing the duties of this job, employees are regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and or move up to 45 pounds.
- While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; must be adaptable to performing under stress and when confronted with people acting under stress.
- Employees work under typical office conditions, and the noise level is usually moderately quiet.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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In accordance with applicable laws, employment with the City is at-will. This means that either the employee or the company may terminate employment at any time, with or without notice or cause, subject to applicable law.



City of Montgomery, TX
Director of Administrative Services/City Secretary
Job Description

Department: Administration
Immediate Supervisor: City Administrator
FLSA: Exempt
Pay Grade: 114

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Incumbent serves as the custodian of official records for the City, attends and records proceeding of the City Council, conducts City Elections, manages the human resources functions for the City, and oversees risk management. Incumbent oversees the Information Technology provider and manages the City's website.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Provides legal and proper notice for all official meetings, notices, ordinances, and elections.
- Serves as custodian or the minutes and perform all duties as provided for by law, to include administering the oath of office.
- Maintains and preserves official City documents, including ordinances, resolutions, minutes, contracts, agreements, deeds, litigation records, budget documents, and other financial records in compliance with applicable laws.
- Prepares, posts, and publishes City Council agendas and legal notices as required. Attend meetings to record and document proceedings.
- Drafts ordinances, resolutions, proclamations, and other Council-related documents. Ensure proper attestation, recording, and publication as required by law.
- Serves as the Records Management Officer, ensuring all City records are managed according to the Texas State Records Retention Schedule, as adopted by the Texas State Library and Archives Commission.
- Acts as the City's Public Information Officer, responding to inquiries and managing public information requests. Facilitate the timely resolution of records requests.
- Develops and administers policies to mitigate risks and safeguard City assets.
- Ensures the City's website accurately reflects City Council and Board schedules, agendas, minutes, and meeting recordings for public access.
- Attends and participates in professional development opportunities, including training, seminars, and conferences to stay current on best practices.
- Provides recommendations for updates to personnel policies and human resource procedures to ensure compliance with state and federal laws.
- Coordinates IT repairs, software upgrades, and staff training. Oversee the annual Cybersecurity Training program for City staff and officials.
- Serves as the Human Resources Manager, overseeing full-cycle recruitment, including job postings, screening, interviewing, and background checks. Partners with department heads to make informed, strategic hiring decisions.



City of Montgomery, TX
Director of Administrative Services/City Secretary
Job Description

- Provides guidance on labor laws, personnel practices, and employee relations issues. Investigate complaints, resolve grievances, and manage harassment claims.
- Develops, updates, and enforces employee policies to ensure compliance with legal and organizational standards. Lead training sessions on policies, workplace compliance, and best practices.
- Administers employee benefits programs, including plan selection, evaluation, and vendor negotiations. Develop and manage compensation structures and job evaluations to ensure competitiveness and fairness.
- Oversees the City's liability and property insurance programs, ensuring effective claims management. Manage the Worker's Compensation program and coordinate safety initiatives.
- Develops and manages the HR department's budget, implementing cost-saving strategies while optimizing resource allocation.
- Supports collective bargaining efforts through research, analysis, and strategic recommendations.
- Maintains accurate personnel records, ensuring confidentiality and discretion in all matters.
- Ensures compliance with all federal, state, and local employment laws and regulations.
- Assists with special projects and provide regular reports to City leadership as requested.
- Serves as a member of the City's emergency response team during crises or disasters.
- Directs and oversees the activities of HR staff, setting performance goals, providing professional development opportunities, and fostering a collaborative work environment.
- Develops and implements communication programs that promote organizational values, goals, and key updates to both internal and external stakeholders.
- Proactively identifies areas for improvement in HR processes, aiming to enhance accuracy, quality, and efficiency.
- Acts as backup to the Finance Department with payroll processing and accounts payable/receivable.

EDUCATION AND/OR EXPERIENCE

- Associate's degree in Public Administration or related field.
- Five (5) years of progressively responsible experience in public administration.
- Texas Registered Municipal Clerk certification preferred or ability to obtain within three (3) years of hire date.
- Certified Municipal Clerk or Master Municipal Clerk is preferred.
- Must possess a valid State of Texas Driver's License.
- Must possess or obtain a Notary Public License.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the theory, principles, practices, and techniques of records management; records retention, preservation, protection and archiving.
- Knowledge of municipal budget preparation and administration.
- Knowledge of general office procedures and practices.



City of Montgomery, TX
Director of Administrative Services/City Secretary
Job Description

- Knowledge of City Code of Ordinances maintenance and comprehension.
- Knowledge of The Texas Open Meetings Act and other regulations governing the conduct of public meetings.
- Knowledge of The Texas Public Information Act and other regulations governing public records.
- Knowledge of the Principles and practices of public personnel management, including the City's Policy & Procedures Manual.
- Knowledge of The Texas Election Code and other regulations governing election procedure and process.
- Knowledge of Human Resources principles, laws, and procedures related to recruitment, employee relations, and benefits administration.
- Ability to establish and maintain effective working relationships with the City Council, Mayor, all levels of city management, and other governmental officials, community and civic organizations, employees, the media, and the public.

PHYSICAL DEMANDS AND LOCATION

- Duties are generally performed at City Hall in an office environment. There might be times that warrant services to be performed outside City Hall and/or outside the City. The employee must be able to operate a computer, printer, telephone, and calculator.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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City of Montgomery, TX
Finance Director
Job Description

Department: Administration
Immediate Supervisor: City Administrator
FLSA: Exempt
Pay Grade: 114

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Incumbent oversees the day-to-day financial activities of the City in accordance with best practices in local government. Duties include managing the general ledger, accounts payable, payroll, day-to-day issues, annual budget development, and working with city staff.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Collaborates with financial advisors and bond counsel in the planning, issuance, and receipt of bonds.
- Reports to the City Council and City Administrator on bond activities and municipal indebtedness.
- Works with the City Administrator on long-term strategic planning and review of financial policies.
- Implements best practices in local government finance and development, including budget preparation and management.
- Coordinates with independent auditors to ensure timely preparation and submission of the City's annual financial statements.
- Prepares the City's Comprehensive Annual Financial Report (CAFR) and submit financial statements to relevant overseeing agencies.
- Oversees the annual audit process, ensuring a smooth and efficient audit.
- Addresses any concerns raised in the auditor's management letter.
- Plans and implements necessary changes or pronouncements related to the Governmental Accounting Standards Board (GASB) to ensure ongoing compliance.
- Monitors the assessment and collection of the City's ad valorem property taxes, ensuring accuracy and compliance.
- Provides expert financial advice to the City Council, City Administrator, and Department Directors on complex financial and management issues.
- Communicates clearly and professionally with the Mayor, City Councilmembers, the public, vendors, contractors, media, consultants, and City staff.
- Prepares and presents financial reports to various stakeholders, ensuring clarity and the ability to address questions effectively.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree or equivalent experience in finance, accounting, or related field.
- Five (5) years of progressively responsible experience.
- CPA, CMFO, MBA, or MPA required.



**City of Montgomery, TX
Finance Director
Job Description**

- Must possess a valid State of Texas Driver's License.
- Must pass criminal background check and drug screen.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

PHYSICAL DEMANDS AND LOCATION

- Duties are generally performed at City Hall in an office environment. There might be times that warrant services to be performed outside City Hall and/or outside the City. The employee must be able to operate a computer, printer, telephone, and calculator.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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City of Montgomery, TX
HR & AP Specialist
Job Description

Department: Administration
Immediate Supervisor: Director of Administrative Services/City Secretary
FLSA: Non-Exempt
Pay Grade: 106

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the City Secretary / Director of Administrative Services, this position is responsible for assisting in the daily administration of a full range of human resource functions including employee onboarding, human resource administration, benefits administration and payroll. In addition, this position is responsible for assisting in the daily administration of a full range of finance functions including review of automated timesheets, leave accruals, employee benefits, garnishments, payroll taxes and completing payroll reporting requirements. Compiles and maintains payroll records. Performs the accounts payable function of the city by compiling, matching and posting invoices and preparing checks to vendors for payment of goods and services. This position is the point person with the public and employees. Effective communication skills are a necessity. The duties of this position require the exercise of judgement, initiative, discretion, confidentiality, and familiarity with general human resource practices and applicable legislative governing bodies.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Resolves day-to-day employee inquiries and provide guidance on employment policies and processes.
- Advises applicants and the public regarding the City's employment policies, processes, and job openings.
- Manages the application tracking system, assist hiring managers, and provide follow-up correspondence.
- Posts job vacancies on the City's website and other platforms.
- Drafts new hire paperwork, including offer letters, and prepare onboarding packets.
- Coordinates the new hire onboarding process, including pre-employment requirements, orientation, and compliance training.
- Enters and updates employee information in HR and payroll systems, including new hires, terminations, status changes, and benefit selections.
- Maintains confidentiality of employee records and information.
- Ensures accurate and timely processing of payroll data, including changes in employment status, pay rates, deductions, and leave accruals.
- Maintains HRIS records and prepare detailed reports as needed.
- Acts as the benefits administrator, handling open enrollment, new hire enrollment, life event changes, voluntary products, and wellness programs.
- Verifies premium calculations for group insurance policies and address administrative issues with carriers.
- Ensures timely and accurate processing of bi-weekly payroll. Review and correct payroll errors, including wage calculations and changes to employee status.
- Handles garnishments, deductions, and leave accruals.



**City of Montgomery, TX
HR & AP Specialist
Job Description**

- Researches and resolves payroll-related questions from employees and management.
- Coordinates workers' compensation claims, including reporting, payroll adjustments, light-duty assignments, and coordination with management.
- Tracks and monitors FMLA hours in collaboration with department managers.
- Compiles compensation data and prepare reports as requested by management.
- Ensures compliance with federal and state employment regulations such as HIPAA, COBRA, FMLA, ADA, and Workers' Compensation.
- Serves as liaison for HR records, handling public information requests, employment verifications, and compensation surveys.
- Maintains payroll and accounts payable records and files.
- Reviews and reconciles invoices for accuracy and process payments.
- Prepares and distributes accounts payable checks and manage related documentation.
- Assists with monthly financial closings and analysis of accounts.
- Verifies daily collections and deposits to the bank.
- Assists in coordinating rewards and recognition programs.
- Works on various projects simultaneously, balancing workloads during peak periods.
- Performs other duties as assigned, including providing coverage during absences or relief for different functional areas.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED equivalent required.
- Four (4) years of responsible secretarial, bookkeeping, payroll, billing or related office/clerical experience with at least two (2) years in a human resource related function; and or graduation from an accredited business/accounting training program.
- One (1) year of experience with computerized payroll processing preferred.
- Experience with Tyler Incode preferred.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of principles and practices of public personnel management, including the City's Policy & Procedures Manual.
- Knowledge of employment law and best practice.
- Knowledge of payroll and benefits administration.
- Knowledge of office practices and procedures.
- Knowledge of business English, spelling and arithmetic.
- Skilled in sound business communication.
- Skilled in written communication techniques for report writing and preparing correspondence, policies, and procedures.
- Ability to make routine arithmetic computations and tabulations accurately and with reasonable speed.
- Ability to learn assigned clerical tasks readily within a reasonable training period, and to adhere to prescribed departmental routines.



**City of Montgomery, TX
HR & AP Specialist
Job Description**

- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to understand and carry out oral and written instructions.
- Ability to accurately prepare and maintain correspondence, files, and reports.
- Ability to operate the telephone in a clear, well-modulated voice using good diction with employees and vendors.
- Ability to prioritize assignments and work independently.
- Ability to operate equipment such as a computer, photocopier, fax machine, electronic spreadsheets, word processing, and integrated accounting systems.

PHYSICAL DEMANDS AND LOCATION

- Frequent sitting, some standing, and walking required. Stooping, bending, and reaching required daily. Moderate use of senses such as vision, audio and speech are required. High use of cognitive skills required to complete essential functions of the job. May require extended workdays to attend meetings, functions, and other community events.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX
Special Events Coordinator
Job Description**

Department: Administration
Immediate Supervisor: City Administrator
FLSA: Non-Exempt
Pay Grade: 105

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The City of Montgomery is seeking a dynamic and detail-oriented Special Events Coordinator to plan, execute, and oversee a variety of public and private events within the community. The ideal candidate will possess excellent organizational skills, strong communication abilities, and a passion for creating memorable experiences that enhance community engagement and foster civic pride.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Plans, organizes, and manages a wide range of events including festivals, concerts, parades, community gatherings, and special city-sponsored events.
- Develops event concepts, themes, and budgets in collaboration with city officials and stakeholders.
- Coordinates logistics including venue selection, permits, equipment, and vendor services.
- Serves as the primary point of contact for event-related inquiries from the public, vendors, and community organizations.
- Works closely with local businesses, non-profits, and community groups to foster partnerships and sponsorships.
- Recruits, trains, and supervises event staff and volunteers.
- Develops schedules, assigns tasks, and ensures adequate staffing levels for successful event execution.
- Creates and implements marketing strategies to promote events through various channels including social media, local media, and community outreach.
- Designs, updates, and distributes promotional/marketing materials such as flyers, brochures, posters, website, social media, and press releases.
- Prepares and manages event budgets, ensuring cost-effective solutions and adherence to financial guidelines.
- Monitors and tracks expenses and reconcile budgets post-event.
- Ensures events comply with local regulations, safety standards, and city policies.
- Conducts risk assessments and develop contingency plans to address potential issues.
- Evaluates the success of events through surveys, feedback, and performance metrics.
- Prepares detailed reports on event outcomes, including recommendations for improvements.
- Attends MEPC meetings and provides updates.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED equivalent required.
- Associate's degree in Marketing, Hospitality, Communications or related field preferred.
- Prior Three (3) years of experience with Event Management/Planning preferred.
- Must possess a valid State of Texas Driver's License.



**City of Montgomery, TX
Special Events Coordinator
Job Description**

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational and multitasking abilities. Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite and event management software.
- Ability to work flexible hours, including evenings and weekends, as required. Demonstrated ability to work effectively under pressure and manage multiple projects simultaneously.

PHYSICAL DEMANDS AND LOCATION

- This position is primarily located at City of Montgomery City Hall, however, due to the nature of the position travel in and around the city will be required. A City vehicle is assigned to this position for that purpose.
- The physical demands of this position require the ability to sit, stand, use hands to finger, eye and hand coordination.
- The employee will be required to operate a motor vehicle, carry, push, pull, lift or hold up to 50lbs of equipment or furniture.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX
Court Administrator
Job Description**

Department: Court
Immediate Supervisor: City Administrator
FLSA: Exempt
Pay Grade: 109

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- ~~Responsible for understanding State Law and how it applies to Municipal Court jurisdiction~~ Serves as the Clerk of the Municipal Court. Administer the collection of all fines, penalties, fees, and costs imposed by the Court and fines mandated by the State of Texas.
- Manages personnel including requisitions, interviewing, hiring, promotions, evaluations, pay progression, discipline and termination of subordinate staff. Make recommendations for new personnel and the possible addition of FTEs.
- Prepares and implements training programs for employees to include the proper use of the Municipal Court Software..
- Prepares and updates the Municipal Court policies and procedures manual.
- ~~Trains staff on the proper use of the Municipal Court Software.~~
- ~~Responsible for understanding the daily operation of all divisions within the Municipal Court.~~
- Ensures that the court complies with the Office of Court Administration Collections Program.
- Maintains and reconciles cash drawer daily; processes cash, money orders, and credit card transactions; reviews or prepares bank deposit daily. Accurately handling large amounts of money.
- Monitors collection of court costs and fines designated for Municipal Court.
- Ensures the court complies with reporting deadlines to the Department of Public Safety and the Office of Court Administration.
- Coordinates schedules for Court dockets and trial hearings.
- Assists the Presiding Judge with creating and maintaining the trial docket.
- Maintains employee time sheets and approves payroll for the Court.
- Responsible for departmental accounts payable including preparing check requests, payment by credit card and processing purchase orders.
- Responsible for acquisition of materials, equipment, and supplies.
- Prepares requisitions and proofs for printing citation books and miscellaneous forms.
- Updates the Municipal Court website for online payments.
- ~~Updates the website for online payments and reviewing Web payments.~~
- Responsible for maintaining records according to state mandated retention schedules.
- Maintains accurate and efficient filing and storage of Municipal Court records. Process requests for copies of records.
- Processes requests for expungement including assigning a hearing date, notifying related agencies, preparing a court order and removal of cases as ordered.
- Responds to expungement orders received from other judicial agencies.



**City of Montgomery, TX
Court Administrator
Job Description**

- Processes confidential case files in accordance with Texas State Law.
- Answers citizen inquiries, direct citizens to the appropriate staff and follow up on citizen complaints.
- Processes warrants and capias pro fines.
- Prepares and submits State reports.
- Performs clerical functions, as necessary.
- Attends Departmental Staff meetings.
- ~~Accurately handles large amounts of public money.~~
- Attends annual training specific to legislative changes affecting municipal courts, records management software upgrades and municipal court procedures.
- ~~Develops the Court budget, recommend new purchases, and monitor expenditures. Maintain Fiscal Budget and purchases for the Court.~~

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in Business Administration or equivalent.
- ~~Three-Five~~ (5) years of experience in Municipal Court operations.
- Must possess a valid State of Texas Driver's License.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Municipal Court operations and court room procedures, research techniques and report preparation
- Knowledge of standard office principles, practices and procedures.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of customer service methods and techniques.
- Knowledge of accounting practices and procedures.
- Knowledge of City ordinances, policies and procedures governing assigned work.
- Knowledge of Federal, State and City laws, codes and regulations.
- Skill in maintaining complete and accurate records and file systems.
- Skill in setting court dockets.
- Skill in providing customer service.
- Skill in effective oral and written communication.
- Skill in researching and tracking municipal court cases.
- Skill in preparing accurate court related reports.
- Skill in data entry.
- Ability to read and understand manuals to record work activities, understand city and departmental policy and procedure, keep records or work with computers.

PHYSICAL DEMANDS AND LOCATION



**City of Montgomery, TX
Court Administrator
Job Description**

- Duties are generally performed at City Hall in an office environment. There might be times that warrant services to be performed outside City Hall and/or outside the City. The employee must be able to operate a computer, printer, telephone, and calculator.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX
Court Clerk
Job Description**

Department: Court
Immediate Supervisor: Court Administrator
FLSA: Non-Exempt
Pay Grade: 103

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under supervision of the Municipal Court Administrator, the clerk will accurately create, enter, organize, and maintain a variety of clerical non-judicial functions in support of court operations. Provide all necessary paperwork and data entry into databases for cases involving various fine-only misdemeanors and city ordinances filed within the Jurisdiction of the City of Montgomery Municipal Court.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Collects and posts payments for traffic violations from defendants in person, online and by mail.
- Processes driving safety course requests.
- Processes deferred dispositions.
- Processes payment plans under Judge's standing orders.
- Sets court dates for defendants via email and in person.
- Makes Warrant phone calls on delinquent and past due cases.
- Files documents and process judgements for Judge's signature.
- Processes general court correspondence.
- Assists in court with pre-trial hearings and trials.
- Prepares notices for mailing.
- Answers court telephone and assists defendants.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED equivalent required.
- One (1) year of responsible experience in clerical/general office, and/or customer service.
- Court Clerk Certification Level I preferred or must be obtained within the first year of employment.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must have knowledge of Municipal court/office practices and procedures.
- Ability to operate a computer, related software applications, equipment, and hardware.
- Ability to handle multiple tasks simultaneously.
- Ability to interpret and decipher court documents and basic legal terminology.
- Ability to learn and have knowledge of Texas Transportation Code, Penal Code, Code of Criminal Procedures, regarding laws governing Class 'C' Misdemeanors.



City of Montgomery, TX

Court Clerk

Job Description

- Skills in public/customer relations and problem solving with effective verbal and written communications.
- Ability to develop and maintain effective working relationships.
- Ability to work in fast-paced, high stress environment and deal with conflict in a courteous tactful manner.

PHYSICAL DEMANDS AND LOCATION

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Position is typically office or administrative work.
- Potential exposure to criminal suspects.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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City of Montgomery, TX
Deputy Court Clerk
Job Description

Department: Court
Immediate Supervisor: Court Administrator
FLSA: Non- Exempt
Pay Grade: 105

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under general supervision of the Municipal Court Administrator, the clerk will accurately create, enter, organize, and maintain a variety of clerical and/or technical non-judicial functions in support of court operations. Provide all necessary paperwork and data entry into databases for cases involving various fine-only misdemeanors and city ordinances filed within the Jurisdiction of the City of Montgomery Municipal Court.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Assists in daily municipal court operations, supporting services, compliance, and workflow improvements.
- Provides clear, concise, and accurate customer service at the Clerk's window, by phone, and email. Address defendant and citizen inquiries regarding case dispositions, fines, court settings, time payments, deferred disposition, and driving safety courses.
- Maintains confidentiality of all court files.
- Imports and enters citations into court case management software, prepare, organize, and update case files with accurate data and notes from interactions with defendants, judges, attorneys, officers, and witnesses.
- Reviews and processes documents for authenticity, accuracy, and appropriate judicial action.
- Calculates, collects, and processes fines, fees, and court costs based on judicial orders for misdemeanor violations related to state law and local ordinances.
- Handles basic cashiering functions such as receipting payments, balancing, cash handling, and making change.
- Prepares court dockets for various proceedings (initial appearances, plea hearings, continuances, pre-trial conferences, trials, etc.) and coordinate notices and correspondence to attorneys, defendants, and other relevant parties.
- Processes summons, subpoenas, pre-warrant notices, and late payment notices.
- Monitors and reviews cases for compliance with legal requirements, ensuring case processing follows standing orders issued by the Presiding Judge.
- Prepares documentation for the Judge and Prosecutor regarding court date scheduling, compliance, extensions, driving safety courses, deferred proceedings, and payment plans.
- Attends scheduled court sessions to assist the Judge, Prosecutor, attorneys, and defendants, ensuring smooth proceedings and directing defendants to the courtroom.
- Files closed cases and process records in accordance with the state's retention schedule.
- Processes appeals submitted by attorneys and submits them to higher courts.
- Reviews and processes requests for time served submitted by defendants for Judge approval or denial.
- Notifies defendants of failures to appear and pending warrants.



**City of Montgomery, TX
Deputy Court Clerk
Job Description**

- Places citations in warrant status in the court system, apply warrant and omni fees, and verify warrants with the Police Department as needed.
- Adds defendant information into the Omni hold system, notifying the state of unresolved citations preventing license renewals.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED equivalent required.
- Two (2) years of responsible experience in clerical/general office, and/or customer service.
- Must obtain Court Clerk Certification Level I.
- Prior Municipal Court experience preferred.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must have knowledge of Municipal court/office practices and procedures.
- Ability to operate a computer, related software applications, equipment, and hardware.
- Ability to handle multiple tasks simultaneously.
- Ability to interpret and decipher court documents and basic legal terminology.
- Ability to learn and have knowledge of Texas Transportation Code, Penal Code, Code of Criminal Procedures, regarding laws governing Class 'C' Misdemeanors.
- Skills in public/customer relations and problem solving with effective verbal and written communications.
- Ability to develop and maintain effective working relationships.
- Ability to work in fast-paced, high stress environment and deal with conflict in a courteous tactful manner.

PHYSICAL DEMANDS AND LOCATION

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Position is typically office or administrative work.
- Potential exposure to criminal suspects.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX
Code Enforcement/Planning Administrator
Job Description**

Department: Police
Immediate Supervisor: Police Chief
FLSA: Exempt
Pay Grade: 108

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Incumbent is responsible for investigating complaints and conducting inspections of public and private properties to ensure compliance with local city codes. Duties include addressing violations such as nuisance complaints, illegal signage, dumping, substandard structures, overgrown vegetation, junk vehicles, and sewer issues. Incumbent will collaborate with property owners to develop compliance plans, issue citations, and gather evidence for legal proceedings. Incumbent will work with the city prosecutor and attend court hearings as witnesses to enforce city regulations to ensure that properties adhere to housing, zoning, and building codes, protecting the health, safety, and welfare of the public. The Code Officer investigates complaints and inspects private and public properties for compliance with City Codes, addressing violations such as nuisance complaints, illegal signage, illegal dumping, substandard structures, overgrown vegetation, trash, junk vehicles, sewer issues, and other permit violations. They conduct property inspections to identify potential violations beyond the reported concerns and research property ownership using tax, court, and other records.

The officer notifies property owners, occupants, or responsible parties of violations and collaborates with them to develop compliance plans with clear timelines. They issue citations, collect and organize evidence, and work closely with the city prosecutor in preparation for court cases. The Code Officer attends court hearings and serves as the City's witness to ensure enforcement of City codes and regulations.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Responds to citizen complaints and reports of violation by conducting field and property investigations, issue notices of violation, and follow up to ensure compliance.
- May issue administrative and parking citations, if necessary.
- Must Photographs, draws diagrams, and documents violations to substantiate legal actions as part of thorough report writing and correspondence.
- Maintains detailed case files and accurate records on investigations, inspections, and enforcement actions.
- Prepares evidence and testifies in court hearings, acting as the City's witness.
- Prepares affidavits and assists in securing liens for abatement on private property.
- Educes the public, contractors, business owners, and other groups about municipal codes.
- Responds to public inquiries in person, by phone, or in writing, offering assistance in understanding and complying with regulations.



City of Montgomery, TX
Code Enforcement/Planning Administrator
Job Description

- Plans and recommends enforcement strategies and policies to improve the City's code enforcement plan through collaboration, serving as a resource to other City departments and external agencies.
- Prioritizes and schedules inspections and operates computers to enter and process data related to complaints, inspections, and enforcement efforts, tracking and analyzing data to determine trends.
- Attends court proceedings and meetings.

~~Complete reports and documentation. Maintain complete records of complaints and the actions taken.~~

~~Prepare notices of violations and issues citations.~~

~~Prioritize, schedule, and perform inspections and follow-up inspections to ensure compliance with applicable Codes.~~

~~Review Codes and Research cases and current Codes and participate in proposing and implementing changes to Codes.~~

~~Plan and recommend Code Enforcement strategies and policies, develop Code Enforcement procedures.~~

~~Organize evidence and prepare cases for hearings and trials by assembling reports, photos and other relevant documents regarding the code violation case to be processed in Municipal Court. Attends Court and testify credibly and accurately in Court proceedings as to the facts and circumstances pertaining to the duties of a Code Enforcement Officer.~~

~~Prepare probable cause affidavits and affidavits of administrative search warrants and any other documentation necessary to represent the city in court cases or other administrative hearings. Attends Court and acts as the City's witness.~~

~~Establish and maintain effective working relationships.~~

~~Respond to complaints relating to potential code violations, gather evidence, take photographs, interview witnesses and complainants, compare facts to code requirements and make findings, issue warnings or notices to correct and issue citations.~~

~~Ensure compliance with City Codes by educating and communicating effectively and courteously, while responding to citizen complaints and questions in person, in writing, and by telephone.~~

~~Prepare evidence and affidavits for abatement proceedings. Attends Court and secures funds for the cost of abatement performed on private property.~~

~~Maintains up to date records, prepare reports as needed.~~

EDUCATION AND/OR EXPERIENCE

- High School diploma or GED equivalent required.
- Five (5) years of code enforcement experience.
- Texas Class C driver's license.



City of Montgomery, TX Code Enforcement/Planning Administrator Job Description

- Must pass criminal background check and drug screen.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable Federal, State, and local laws, code, ordinances, rules, regulations, policies, and procedures, as related to Code Enforcement and Environmental Health.
- Knowledge of code inspection principles, practices, and methodologies,
- Skills in mediating and diffusing hostile situations. Outstanding people skills.
- Skills in exercising reasonable and sound judgment and discretion.
- Skills in research techniques,
- Skills in operating a computer and related software applications,
- Skills in reading, interpreting, and explaining applicable laws, codes, ordinances, rules, regulations, policies, and procedures.
- Skills in gathering and analyzing information and making recommendations based on findings and in support of organizational goals.
- Skills in communicating effectively with a variety of individuals.
- Skills in articulate public speaking.
- Skills in preparing and communicating an educational program regarding Code Enforcement issues.
- Skills in providing customer service.
- Skills in preparing clear and concise reports, including oral, written, and audio/visual presentations.
- Ability to remain calm, make quality decisions, always maintain a professional demeanor.
- and attitude, Including during stressful and tense situations,
- Ability to plan, organize, prioritize, and manage projects and workflow.
- Reads and interprets maps, plats, codes, ordinances, and regulations.
- Ability to operate a vehicle,
- Ability to field inspect complaint sites, walk non-conforming sites, climb ladders.
- Ability to listen and follow instructions from a supervisor.

PHYSICAL DEMANDS AND LOCATION

- Requires the ability to exert up to 10 pounds of force occasionally and/or negligible amounts of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Work involves a lot of walking. Additionally, the following physical abilities are required: balancing, grasping, hearing, lifting, mental acuity, reaching, speaking, talking, visual acuity, and walking.
- Work is performed where physical hazards, humidity, noise, unfriendly dogs, sewers, mosquitos, bed bugs, and other unpleasant factors are routinely encountered. Some neighborhoods or areas may be more prone to crime.
- The following physical abilities are required: balancing, grasping, hearing, lifting, mental acuity, reaching, speaking, talking, visual acuity, and walking Employees partly work in the office and



**City of Montgomery, TX
Code Enforcement/Planning Administrator
Job Description**

partly in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

- Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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DRAFT



**City of Montgomery, TX
Patrol Sergeant
Job Description**

Department: Police
Immediate Supervisor: Police Lieutenant
FLSA: Non-Exempt
Pay Grade: 109

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The position of Sergeant may be assigned to a division, unit, or section and serves as the first line supervisor of assigned personnel. Depending on the assignment, the Sergeant may be next in authority to a Lieutenant, or Police Chief. The Sergeant shall be responsible for the supervisory and operational duties within his/her job assignment.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Conducts briefing sessions with assigned personnel and disseminates information in a timely manner.
- Ensures accurate records are kept on assigned personnel, including leave, overtime, and job performance.
- Responsible for the performance, discipline, conduct, and appearance of all assigned personnel.
- Ensures all personnel report for duty or are properly excused and account for all personnel and their work at the end of the day.
- Evaluates the performance of assigned personnel and assists in the preparation and review of performance appraisals.
- Maintains a Critical Incident Log regarding job performance.
- Reviews completed crime, accident, or arrest reports prepared by assigned personnel.
- Maintains discipline and authority to reprimand in accordance with departmental policy.
- Fosters high morale and motivation among assigned personnel to accomplish division/department objectives.
- Assumes command of field incidents (large disturbances, major fire scenes, barricaded suspects, hostage incidents, serious crimes) until relieved by higher authority, per departmental policy.
- Responsible for the proper operational performance and supervision of assigned personnel.
- Works directly with personnel, assisting, observing, mentoring, and evaluating their performance.
- Maintains close coordination with other work units and shifts to effectively achieve assigned objectives.
- Acts in the capacity of station commander in the absence of higher-ranking authority.
- Performs administrative duties as assigned, including planning, coordination, organizing, and directing activities of assigned personnel.
- Submits written reports to supervisors, accurately reflecting problems, solutions, services, or activities of the unit/shift.
- Receives and processes leave and training requests from assigned personnel.
- Submits reports regarding personnel and equipment as necessary.
- Submits training requests to improve personnel functions or work unit efficiency.



City of Montgomery, TX

Patrol Sergeant

Job Description

- Ensures prompt obedience and full compliance with legitimate orders from higher authority.
- Assists in developing departmental programs related to training, job performance improvement, public confidence, and efficient use of resources.
- Responsible for ensuring the proper performance and supervision of all assigned personnel.
- Appropriately assign tasks and responsibilities to personnel to achieve divisional/unit objectives.
- Ensures all assigned personnel follow departmental policies, procedures, and ethical standards.
- Sets an example for subordinates in terms of ethical standards, appearance, courtesy, and performance of police services.

EDUCATION AND/OR EXPERIENCE

- Associate's degree preferred.
- Five (5) years of continuous service with the City of Montgomery's Police Department or another agency.
- TCOLE Instructor's Certification preferred.
- Texas Class C driver's license.
- Must pass criminal background check and drug screen.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of City Ordinance, Federal, State, and City laws and statutes, to include search and seizure methods.
- Knowledge of general order/code of conduct.
- Knowledge of departmental policies, procedures and safety rules and regulations.
- Knowledge of Open Records Act.
- Knowledge of and skilled in police patrol and law enforcement procedures, including arrest and defense techniques/methods, search, seizure, and investigation techniques.
- Knowledge of safety regulations applicable to motorized vehicles and equipment and ability to safely operate vehicles.
- Knowledge of supervisory principles and methods.
- Knowledge of geography of the city.
- Knowledge of police identification operations.
- Skilled in written and verbal communication.
- Skilled in the usage of weapons.
- Skilled in the operation of police mobile data terminal to include radios, computers, cell phones, pagers, and other assigned gear.
- Ability to coordinate unit operation criteria and schedule necessary manpower.
- Ability to prepare clear and concise reports.
- Ability to review case files, arrest, and search warrants.
- Ability to conduct interrogations.



City of Montgomery, TX
Patrol Sergeant
Job Description

- Ability to solve problems in situations where all facts are not available, in a calm and professional manner while evaluating uncertain or conflicted information, making appropriate decisions based on law.
- Ability to establish and maintain positive working relationships within the community and among fellow employees.
- Ability to enforce city, state, and federal laws.
- Ability to pursue and subdue violent individuals.
- Ability to de-escalate stressed, emotional, or aggressive individuals in stressful situations.

PHYSICAL DEMANDS AND LOCATION

- The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job which the employee will encounter.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. The employee must have normal vision, hearing and understandable articulation.
- The employee must occasionally lift and/or move objects or people weighing up to one hundred (100) pounds.
- The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extremely hot and cold temperatures.
- The employee is occasionally exposed to personal risk while working in dangerous and life-threatening situations and while driving or riding in a police vehicle at high rates of speed. The employee is exposed to personal risk while working with persons under the influence of drugs and alcohol, convicts and felons.
- The noise level of the work environment ranges from generally quiet to moderately loud.
- When required, each person employed in the position described by this job description will perform the duties of any other position within the department of employment for which such person may be deemed qualified. Temporary assignment to any position or classification may result from the temporary absence of full-time employees assigned to such classification, because of short-term demand exceeding the capacity of employees assigned to the performance of such duties but not deemed of sufficient duration to require additional full-time personnel, or to ensure the performance of occasional duties not requiring full time personnel. Temporary assignments may be of varying duration but shall not be deemed to imply the existence of available positions within the classification of temporary assignment or to require the creation of additional positions or classifications not justified by reasonable business necessity.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX
Patrol Sergeant
Job Description**

DRAFT



**City of Montgomery, TX
PD Executive Assistant
Job Description**

Department: Police
Immediate Supervisor: Chief of Police
FLSA: Non-Exempt
Pay Grade: 105

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under general direction, performs a variety of responsible, complex, and highly confidential administrative, technical, and secretarial support duties primarily for the Police Chief. Exercises initiative, judgment, and tact in responding to and dealing with other law enforcement agencies, members of the community, and public officials. Provides functional and technical supervision over clerical and administrative staff.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Performs administrative, technical, and secretarial support functions for the Police Chief.
- Exercises initiative and judgment while maintaining confidentiality and discretion.
- Manages multiple calendars and schedules, arrange travel, and handle communication (calls, emails, mail).
- Provides administrative support for Internal Affairs Investigations, ensuring compliance with relevant regulations.
- Supports Skelly Hearing procedures, document preparation, and timeline management.
- Facilitates the preparation of Council Agenda items and manages the distribution of Policy, Procedure, and Personnel Orders.
- Assists in coordinating Department Accreditation processes and other related projects.
- Sorts and disseminates time-sensitive documents for the Police Chief and other departments.
- Provides support to City commissions, committees, and task forces by preparing agendas, attending meetings, and taking minutes.
- Maintains confidential records, including background, training, and personnel files for the Police Chief.
- Files records and follow retention guidelines.
- Sends cases to District Attorney's Office, process FOIA requests and process subpoenas. (this includes both written reports and videos), and complete NIBRS reporting.
- Coordinates and plans events such as community open houses, awards ceremonies, and other departmental functions.
- Leads the department's Social Media effort, plan monthly themes, and manage emergency and safety-related social media responses.
- Monitors and responds to social media platforms after hours as needed for emergencies and notifications.
- Assists with the annual audit and budget preparations, including accounts payable and receivable and maintaining the Chief's spreadsheet.
- Assists with grant writing, monitoring, and reporting.



**City of Montgomery, TX
PD Executive Assistant
Job Description**

- Manages internal process and manages any process changes.
- Maintains employee access cards and IDs.
- Performs legal research as needed.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED equivalent required.
- Two (2) years of relevant work experience.
- Texas Class C driver's license.
- Must pass criminal background check and drug screen.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of departmental codes, procedures, and applicable laws and regulations.
- Knowledge of office management, administrative systems, and records management.
- Knowledge of the organization and operations of public agencies and the role of City officials and departments.
- Skilled in business letter writing, report preparation, and arithmetic/statistical techniques.
- Skilled in using office equipment, including computers, software applications, and modern office tools.
- Skilled in analytical and problem-solving skills, with the ability to implement process improvements.
- Ability to communicate effectively in writing and orally, demonstrating professionalism and customer service skills.
- Ability to prioritize and manage multiple tasks, meet deadlines, and work with minimal direction.
- Ability to maintain confidentiality and manage sensitive information with discretion.
- Ability to work effectively with both internal and external stakeholders, including the public and other law enforcement agencies.

PHYSICAL DEMANDS AND LOCATION

- Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures.
- Employees may be required to work on evenings, weekends, and holidays, and participates in afterhours on-call assignments.
- The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers



**City of Montgomery, TX
PD Executive Assistant
Job Description**

open and closed to retrieve and file information; occasionally lift and carry computer and other equipment, reports and records that typically weigh less than 10 pounds; may move heavy and/or awkward objects to gain access to computer networks.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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DRAFT



**City of Montgomery, TX
Police Cadet
Job Description**

Department: Police
Immediate Supervisor: Police Training Officer
FLSA: Non-Exempt
Pay Grade: 105

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Police Cadet position is an entry-level role designed for individuals interested in pursuing a career in law enforcement. Cadets will undergo comprehensive training to prepare for the responsibilities of a police officer. This position involves both classroom instruction and practical field training under the supervision of experienced officers.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Participates in a structured training program that includes physical fitness, defensive tactics, firearms training, and legal education.
- Assists with administrative tasks and supports police officers in various duties.
- Observes and learns from experienced officers during patrols, investigations, and community interactions.
- Attends and successfully completes all required training sessions and examinations.
- Maintains a high level of physical fitness and adheres to departmental standards and regulations.
- Demonstrates a commitment to public service and community engagement.

EDUCATION AND/OR EXPERIENCE

- High School diploma or GED equivalent.
- Must be 21 years old with no felony convictions or disqualifying criminal histories.
- Ability to pass physical fitness test and medical examination.
- Ability to meet physical demands of the training program, including running, lifting, and defensive tactics.
- Texas Class C driver's license.
- Must pass criminal background check and drug screen.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

PHYSICAL DEMANDS AND LOCATION

- The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job which the employee will encounter.



City of Montgomery, TX

Police Cadet

Job Description

- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over.
- The employee must have normal vision, hearing and understandable articulation.
- The employee must occasionally lift and/or move objects or people weighing up to one hundred (100) pounds. The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extremely hot and cold temperatures.
- The employee is occasionally exposed to personal risk while working in dangerous and life-threatening situations and while driving or riding in a police vehicle at high rates of speed.
- The employee is exposed to personal risk while working with persons under the influence of drugs and alcohol, convicts and felons.
- The noise level of the work environment ranges from generally quiet to moderately loud.
- When required, each person employed in the position described by this job description will perform the duties of any other position within the department of employment for which such person may be deemed qualified. Temporary assignment to any position or classification may result from the temporary absence of full-time employees assigned to such classification, because of short-term demand exceeding the capacity of employees assigned to the performance of such duties but not deemed of sufficient duration to require additional full-time personnel, or to ensure the performance of occasional duties not requiring full time personnel. Temporary assignments may be of varying duration but shall not be deemed to imply the existence of available positions within the classification of temporary assignment or to require the creation of additional positions or classifications not justified by reasonable business necessity.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX
Police Chief
Job Description**

Department: Police
Immediate Supervisor: City Administrator
FLSA: Exempt
Pay Grade: 114

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages the law enforcement agency for the city, which is responsible for law enforcement, crime prevention, animal control, and criminal investigation and any other duties which may be required. Serves as the Emergency Management Coordinator for the city and oversees emergency preparedness issues involving incidents, planning, training and drills.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Directs, instructs, schedules, reviews, and evaluates the work of subordinate personnel.
- Implements disciplinary actions as needed.
- Ensures that laws and ordinances are enforced, and that public peace and safety is maintained.
- Develops and implements departmental policies and procedures.
- Makes recommendations concerning traffic safety, crime prevention, and juvenile programs.
- Establishes and maintains an effective police community relations program.
- Assists and informs citizens, news media, community organization, and other law enforcement agencies on pertinent information.
- Coordinates the information gathered and work accomplished by police personnel, and assigns police personnel to special investigations and/or special assignments.
- Receives and evaluates complaints filed against departmental personnel; investigates, reviews and renders decisions on the findings of internal affairs investigations.
- Makes presentations to the City Council, citizen and special interest groups, civil and volunteer groups and other interested groups to inform police regarding services and programs and to maintain effective community relations.
- Prepares statistical and narrative reports on police department activities for submission to the City Administrator, Mayor and City Council, and state and federal law enforcement agencies.
- Prepares and administers the annual budget for the police department.
- Researches, applies, and monitors grant funds for police department activities.
- Participates in law enforcement investigations, as needed.
- Serves as the City's liaison on emergency preparedness issues with the United States Federal Emergency Management Agency, the Texas Division of Emergency Management, Montgomery County Office of Emergency Management and other local agencies.
- Reviews state and federal proposed legislation and provides recommendations to the City as to needed changes to ensure compliance.
- Oversees training programs and operational drills for City personnel.

EDUCATION AND/OR EXPERIENCE



**City of Montgomery, TX
Police Chief
Job Description**

- **Must have** Bachelor's degree in Criminal Justice, Public Administration or equivalent required experience.
- Graduate of LEMIT's Leadership Command College (LCC); and/or the FBI National Academy; and/or a nationally recognized Law Enforcement executive level leadership program.
- Twelve (12) years' experience as a police officer, with a minimum of four (4) years of command level experience in a law enforcement agency of similar size.
- Master Peace Officer certification issued by the Texas Commission on Law Enforcement Officer Standards and Education.
- Texas Class C driver's license.
- Must pass criminal background check and drug screen.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, methods and practices of modern law enforcement.
- Knowledge of modern philosophies and trends in police management and leadership.
- Knowledge of departmental policies, procedures and safety rules and regulations.
- Knowledge of criminal, civil, juvenile and traffic laws.
- Knowledge of police patrol and law enforcement procedures.
- Knowledge of safety regulations applicable to motorized vehicles and equipment.
- Knowledge of radio communication.
- Knowledge of geography of the city.
- Knowledge of routine vehicle and equipment maintenance.
- Knowledge of modern police record management systems.
- Knowledge of court systems and procedures.
- Knowledge of the Penal Code.
- Knowledge of the city codes and ordinances.
- Knowledge of modern criminal investigating techniques.
- Knowledge of modern interviewing and interrogating techniques and methods.
- Knowledge of municipal purchasing methods and procedures.
- Knowledge of municipal budgeting and cash management systems.

PHYSICAL DEMANDS AND LOCATION

- The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job which the employee will encounter.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over.
- The employee must have normal vision, hearing and understandable articulation.
- The employee must occasionally lift and/or move objects or people weighing up to one hundred (100) pounds.



City of Montgomery, TX

Police Chief

Job Description

- The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extremely hot and cold temperatures.
- The employee is occasionally exposed to personal risk while working in dangerous and life-threatening situations and while driving or riding in a police vehicle at high rates of speed.
- The employee is exposed to personal risk while working with persons under the influence of drugs and alcohol, convicts and felons.
- The noise level of the work environment ranges from generally quiet to moderately loud.
- When required, each person employed in the position described by this job description will perform the duties of any other position within the department of employment for which such person may be deemed qualified. Temporary assignment to any position or classification may result from the temporary absence of full-time employees assigned to such classification, because of short-term demand exceeding the capacity of employees assigned to the performance of such duties but not deemed of sufficient duration to require additional full-time personnel, or to ensure the performance of occasional duties not requiring full time personnel. Temporary assignments may be of varying duration but shall not be deemed to imply the existence of available positions within the classification of temporary assignment or to require the creation of additional positions or classifications not justified by reasonable business necessity.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX
Police Lieutenant
Job Description**

Department: Police
Immediate Supervisor: Police Chief
FLSA: Non- Exempt
Pay Grade: 111

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This is a mid-level, professional staff, full-time position with the City's Police Department. Incumbent will manage and oversee the daily activities of their assigned shift. Under general direction of a Superior Officer provides administrative, managerial and/or supervisory support to the operational activities of a Unit, Section or Division; and performs administrative staff support to the Bureau Commander

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Must be able to safely perform all the essential duties and responsibilities as outlined in the Police Officer Job Description for this rank and all subordinate ranks.
- Supervises the work of subordinate Officers and coordinates the operational activities of a Division, Unit or Section on an assigned shift.
- Develops and coordinates in-service training program for sworn and non-sworn personnel.
- Supervises internal investigations of alleged acts of misconduct.
- Researches, compiles, and prepares narrative and statistical reports.
- Responds to and prepares various business correspondences.
- Reviews citizen complaints and makes recommendations for appropriate course of action.
- Develops, prepares, and implements operational work procedures.
- Maintains time and attendance and other personnel records.
- Conducts inspections of Officers in the field.
- Assumes command in the absence of the Chief of Police.
- Prepares and monitors the budget.
- Assists in supervising subordinate officers engaged in the investigation of crimes.
- Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

EDUCATION AND/OR EXPERIENCE

- Associate's degree preferred.
- ~~Three~~ Three (3) years of continuous services as Sergeant with the City of Montgomery Police Department or another agency.
- TCOLE ~~Instructor~~-certified.
- Texas Class C driver's license.
- Must pass criminal background check and drug screen.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of City Ordinance, Federal, State, and City laws and statutes, to include search and seizure methods.
- Knowledge of general order/code of conduct.
- Knowledge of departmental policies, procedures and safety rules and regulations.
- Knowledge of Open Records Act.
- Knowledge of and skilled in police patrol and law enforcement procedures, including arrest and defense techniques/methods, search, seizure, and investigation techniques.
- Knowledge of safety regulations applicable to motorized vehicles and equipment and ability to safely operate vehicles.
- Knowledge of supervisory principles and methods.
- Knowledge of geography of the city.
- Knowledge of police identification operations.
- Skilled in written and verbal communication.
- Skilled in the usage of weapons
- Skilled in the operation of police mobile data terminal to include radios, computers, cell phones, pagers, and other assigned gear.
- Ability to coordinate unit operation criteria and schedule necessary manpower.
- Ability to prepare clear and concise reports.
- Ability to review case files, arrest, and search warrants.
- Ability to conduct interrogations.
- Ability to solve problems in situations where all facts are not available, in a calm and professional manner while evaluating uncertain or conflicted information, making appropriate decisions based on law.
- Ability to establish and maintain positive working relationships within the community and among fellow employees.
- Ability to enforce city, state, and federal laws.
- Ability to pursue and subdue violent individuals.
- Ability to de-escalate stressed, emotional, or aggressive individuals in stressful situations.

PHYSICAL DEMANDS AND LOCATION

- The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job which the employee will encounter.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over.
- The employee must have normal vision, hearing and understandable articulation.
- The employee must occasionally lift and/or move objects or people weighing up to one hundred (100) pounds.
- The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extremely hot and cold temperatures.
- The employee is occasionally exposed to personal risk while working in dangerous and life-threatening situations and while driving or riding in a police vehicle at high rates of speed.



City of Montgomery, TX

Police Lieutenant

Job Description

- The employee is exposed to personal risk while working with persons under the influence of drugs and alcohol, convicts and felons.
- The noise level of the work environment ranges from generally quiet to moderately loud.
- When required, each person employed in the position described by this job description will perform the duties of any other position within the department of employment for which such person may be deemed qualified. Temporary assignment to any position or classification may result from the temporary absence of full-time employees assigned to such classification, because of short-term demand exceeding the capacity of employees assigned to the performance of such duties but not deemed of sufficient duration to require additional full-time personnel, or to ensure the performance of occasional duties not requiring full time personnel. Temporary assignments may be of varying duration but shall not be deemed to imply the existence of available positions within the classification of temporary assignment or to require the creation of additional positions or classifications not justified by reasonable business necessity.
- [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.](#)

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**City of Montgomery, TX
Police Officer
Job Description**

Department: Police
Immediate Supervisor: Police Sergeant
FLSA: Non-Exempt
Pay Grade: 107

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A Police Officer within the city of Montgomery are responsible for the enforcement of state and local laws within the City.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Answers police calls for service.
- Responds appropriately to critical situations; applies police procedures.
- Investigates crimes and accidents.
- Prepares incident, accident and arrest reports.
- Processes minor crime scenes for fingerprints.
- Serves arrest warrants and criminal summons.
- Conducts follow-up investigations on case assignments.
- Serves subpoenas.
- Works traffic details and assignments.
- Attends and testifies in court.
- Investigates narcotics and criminal activities.
- Writes and serves search warrants.
- Works varied shifts as required.
- Operates, inventories and/ or calibrates equipment such as breath alcohol sensors, Tasers, cameras, computers, weapons and other equipment.
- Participates in and organizes community-oriented policing activities.
- Performs the duties of patrol officer, traffic safety officer, school resource officer, criminal investigator, recruitment officer, community service officer, narcotics officer, field training officer, evidence technician, or other position as assigned.
- May flies, operates, and conducts maintenance on department issued drone.
- Teaches defensive tactics, tasers, stops sticks, and assists with citizen police academy.

EDUCATION AND/OR EXPERIENCE

- High School diploma or GED equivalent required.
- Two (2) years of experience in related field.
- Texas Class C driver's license.
- Must pass criminal background check and drug screen.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.



**City of Montgomery, TX
Police Officer
Job Description**

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of City Ordinance, Federal, State, and City laws and statutes, to include search and seizure methods.
- Knowledge of general order/code of conduct.
- Knowledge of departmental policies, procedures and safety rules and regulations.
- Knowledge of Open Records Act.
- Knowledge of and skilled in police patrol and law enforcement procedures, including arrest and defense techniques/methods, search, seizure, and investigation techniques.
- Knowledge of safety regulations applicable to motorized vehicles and equipment and ability to safely operate vehicles.
- Knowledge of supervisory principles and methods.
- Knowledge of geography of the city.
- Knowledge of police identification operations.
- Skilled in written and verbal communication.
- Skilled in the usage of weapons.
- Skilled in the operation of police mobile data terminal to include radios, computers, cell phones, pagers, and other assigned gear.
- Ability to coordinate unit operation criteria and schedule necessary manpower.
- Ability to prepare clear and concise reports.
- Ability to review case files, arrest, and search warrants.
- Ability to conduct interrogations.
- Ability to solve problems in situations where all facts are not available, in a calm and professional manner while evaluating uncertain or conflicted information, making appropriate decisions based on law.
- Ability to establish and maintain positive working relationships within the community and among fellow employees.
- Ability to enforce city, state, and federal laws.
- Ability to pursue and subdue violent individuals.
- Ability to de-escalate stressed, emotional, or aggressive individuals in stressful situations.

PHYSICAL DEMANDS AND LOCATION

- The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job which the employee will encounter.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over.
- The employee must have normal vision, hearing and understandable articulation.
- The employee must occasionally lift and/or move objects or people weighing up to one hundred (100) pounds.
- The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extremely hot and cold temperatures.



City of Montgomery, TX

Police Officer

Job Description

- The employee is occasionally exposed to personal risk while working in dangerous and life-threatening situations and while driving or riding in a police vehicle at high rates of speed.
- The employee is exposed to personal risk while working with persons under the influence of drugs and alcohol, convicts and felons.
- The noise level of the work environment ranges from generally quiet to moderately loud.
- When required, each person employed in the position described by this job description will perform the duties of any other position within the department of employment for which such person may be deemed qualified. Temporary assignment to any position or classification may result from the temporary absence of full-time employees assigned to such classification, because of short-term demand exceeding the capacity of employees assigned to the performance of such duties but not deemed of sufficient duration to require additional full-time personnel, or to ensure the performance of occasional duties not requiring full time personnel. Temporary assignments may be of varying duration but shall not be deemed to imply the existence of available positions within the classification of temporary assignment or to require the creation of additional positions or classifications not justified by reasonable business necessity.
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**City of Montgomery, TX
Sergeant Detective/Investigator
Job Description**

Department: Police
Immediate Supervisor: Police Lieutenant
FLSA: Non-Exempt
Pay Grade: 110

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This is a mid-level level supervisor professional full-time position with the City's Police Department. A Detective in the Montgomery Police Department conducts specialized functions of criminal investigations. Incumbent may be assigned to property or person cases and is responsible for responding to the scenes of crimes, conduct preliminary and/or follow-up investigations, preparing the required investigative reports, apprehending the suspect, preparing the case for a successful prosecution, and testifying in court. The Sergeant Investigator will also double as a patrol supervisor during certain times of the day.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Processes crime scenes to investigate criminal cases; reconstructs crime events; interviews complainants, suspects, and witnesses; prepares photo lineups; writes preliminary and supplemental reports; prepares and executes arrest or search warrants; enforces various laws; conducts surveillance; conducts research; recovers stolen property and communicates information to various sources.
- Prepares documentation, reports and supplemental narratives using a computer; conducts research; prepares packets for District Attorney; faxes, emails, and/or copies required documents; prepares affidavits for arrest, executes search or seizure of persons or vehicles; and compiles and sorts evidence or property secured at the crime scene.
- Performs other duties such as managing funds for investigative tools, office equipment, and emergency scene management needs; acts as liaison with local media; remains on call on a rotating basis; testifies in court; files criminal cases; and establishes and maintains cooperative relationships with area law enforcement agencies.
- Maintains training and education standards by attending development opportunities or classes required by the State of Texas to maintain certification.
- Performs other related duties as assigned; being a small department the investigator will need to be willing and ready to work as patrol supervisor.
- Subject to 24-hour recall.

EDUCATION AND/OR EXPERIENCE

- Associate's degree preferred.
- Five (5) years of continuous service with the City of Montgomery's Police Department or another agency.
- TCOLE Instructor's Certification preferred.
- Texas Class C driver's license.



City of Montgomery, TX
Sergeant Detective/Investigator
Job Description

- Must pass criminal background check and drug screen.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of City Ordinance, Federal, State, and City laws and statutes, to include search and seizure methods.
- Knowledge of general order/code of conduct.
- Knowledge of departmental policies, procedures and safety rules and regulations.
- Knowledge of Open Records Act.
- Knowledge of and skilled in police patrol and law enforcement procedures, including arrest and defense techniques/methods, search, seizure, and investigation techniques.
- Knowledge of safety regulations applicable to motorized vehicles and equipment and ability to safely operate vehicles.
- Knowledge of supervisory principles and methods.
- Knowledge of geography of the city.
- Knowledge of police identification operations.
- Skilled in written and verbal communication.
- Skilled in the usage of weapons.
- Skilled in the operation of police mobile data terminal to include radios, computers, cell phones, pagers, and other assigned gear.
- Ability to coordinate unit operation criteria and schedule necessary manpower.
- Ability to prepare clear and concise reports.
- Ability to review case files, arrest, and search warrants.
- Ability to conduct interrogations.
- Ability to solve problems in situations where all facts are not available, in a calm and professional manner while evaluating uncertain or conflicted information, making appropriate decisions based on law.
- Ability to establish and maintain positive working relationships within the community and among fellow employees.
- Ability to enforce city, state, and federal laws.
- Ability to pursue and subdue violent individuals.
- Ability to de-escalate stressed, emotional, or aggressive individuals in stressful situations.

PHYSICAL DEMANDS AND LOCATION

- The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job which the employee will encounter.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over.
- The employee must have normal vision, hearing and understandable articulation.



City of Montgomery, TX
Sergeant Detective/Investigator
Job Description

- The employee must occasionally lift and/or move objects or people weighing up to one hundred (100) pounds.
- The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extremely hot and cold temperatures.
- The employee is occasionally exposed to personal risk while working in dangerous and life-threatening situations and while driving or riding in a police vehicle at high rates of speed.
- The employee is exposed to personal risk while working with persons under the influence of drugs and alcohol, convicts and felons.
- The noise level of the work environment ranges from generally quiet to moderately loud.
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City of Montgomery, TX

Docent

Job Description

Department: Public Works/Parks and Rec

Immediate Supervisor: Public Works Director

FLSA: Non-Exempt

Pay Grade: 101

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the supervision of the Public Works Director, the Fernland Park Docent provides general assistance and quality visitor experience at Fernland Park. Fernland Park Docents answer questions and provide information about the park's features, natural, historic, and cultural resources. Fernland Park Docents may be involved with school field trips, public programs, special events, tours, and other programs related to interpretation and education.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Assists with the operation and maintenance of all facilities within the park.
- Collects Park fees and/or assists with retail operations within the park.
- Provides information and directions to Park visitors.
- Provides information on park facilities and events and responds to questions from the public in person, telephone and email.
- Assists with the development of park facilities, exhibits, and collections.
- Assists with the preparation and/or presentation of the interpretive programs and tours.
- Utilizes computers for research or operation, program development, scheduling, park related or directed tasks.
- Schedule and provide guided tours of the facility.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED equivalent required.
- Must attend and complete Docent training.
- Must be 18 years of age or older.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to wear designated identifying name tag while on duty.
- Ability to adhere to all City and Parks Department Policies and Procedures, including the Fernland Park Docent Guidelines.
- Ability to effectively communicate with visitors, staff, and other volunteers.
- Ability to establish and maintain effective cooperative and working relationships with the public, staff, and other volunteers.



City of Montgomery, TX

Docent

Job Description

PHYSICAL DEMANDS AND LOCATION

- This position is primarily located at Fernland Park, however, due to the nature of the position travel in and around the city may be required.
- The physical demands of this position require the ability to sit, stand, use hands to finger, eye and hand coordination. The employee will be required to carry, push, pull, lift, or hold up to 10 lbs. of equipment or furniture.
- Working conditions are primarily outside with exposure to heat, cold, and inclement weather; excessive noise; and animals, snakes and poisonous insects.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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DRAFT



City of Montgomery, TX

Head Docent

Job Description

Department: Public Works/Parks and Rec

Immediate Supervisor: Public Works Director

FLSA: Non-Exempt

Pay Grade: 102

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the supervision of the Public Works Director, the Fernland Park Docent provides general assistance and quality visitor experience at Fernland Park. Fernland Park Docents answer questions and provide information about the park's features, natural, historic, and cultural resources. Fernland Park Docents may be involved with school field trips, public programs, special events, tours, and other programs related to interpretation and education.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Assists with the operation and maintenance of all facilities within the park.
- Collects Park fees and/or assist with retail operations within the park.
- Provides information and directions to Park visitors.
- Provides information on park facilities and events and responds to questions from the public in person, telephone and email.
- Assists with the development of park facilities, exhibits, and collections.
- Assists with the preparation and/or presentation of the interpretive programs and tours.
- Utilizes computers for research or operation, program development, scheduling, park related or directed tasks.
- Schedules and provides guided tours of the facility.
- Creates all docent work schedules.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED equivalent required.
- Must attend and complete Docent training.
- Must be 18 years of age or older.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to wear designated identifying name tag while on duty.
- Ability to adhere to all City and Parks Department Policies and Procedures, including the Fernland Park Docent Guidelines.
- Ability to effectively communicate with visitors, staff, and other volunteers.
- Ability to establish and maintain effective cooperative and working relationships with the public, staff, and other volunteers.



**City of Montgomery, TX
Head Docent
Job Description**

PHYSICAL DEMANDS AND LOCATION

- This position is primarily located at Fernland Park, however, due to the nature of the position travel in and around the city may be required.
- The physical demands of this position require the ability to sit, stand, use hands to finger, eye and hand coordination. The employee will be required to carry, push, pull, lift, or hold up to 10 lbs. of equipment or furniture.
- Working conditions are primarily outside with exposure to heat, cold, and inclement weather; excessive noise; and animals, snakes and poisonous insects.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX
Maintenance Technician I
Job Description**

Department: Public Works
Immediate Supervisor: Public Works Foreman
FLSA: Non-Exempt
Pay Grade: 103

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A Maintenance Technician performs a variety of intermediate skilled duties including the operation of water, sewer, and storm drainpipe maintenance and construction. Assists the Crew Leader with providing basic assessments of the condition of water, sewer, and storm drain systems, installing repairing manholes and storm drain boxes, and helps complete repairs, replacement, and rehabilitation to the system. This position would also include maintenance of City parks and facilities, street maintenance and repairs, along with inventory and replacement of street signage, and other related duties as required. This position is considered essential personnel, which is required to be present during all emergency and weather-related events for the duration, including being subject to 24-hour callouts, plus any City special events, as required by your supervisor. This position receives guidance from any Crew Leader/Maintenance Technician II, when required.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Installs and maintains water taps, hydrants, valves, under supervision as needed.
- Repairs of main breaks and service leaks, under supervision as needed.
- Installation Installs and maintains sewer mains, taps, manholes, under supervision as needed.
- Works on sewer main breaks, operates rooter machine for sewer backups.
- Works on pumps and motors, climbs ground storage tanks at water plants.
- Reads meters and disconnect, reconnects turn off list when needed.
- Operates and maintains light and heavy equipment, backhoe with front end loader, and 6-cubic yard dump trailer, etc.
- Stocks vehicles with necessary equipment and materials.
- Daily operation and maintenance of City parks, including playground equipment, restrooms, trash receptacles, light fixtures and pressure washing sidewalks.
- Street and drainage maintenance, culvert maintenance, pothole repairs, grades ditches, empties trash receptacles in the Historic District of City.
- Assists with City's water/sewer operator during repairs and maintenance of City's wastewater treatment plants, water plants, and lift stations.
- Cleans, organizes, and maintains facilities, tools, and equipment.
- Sets up work zone areas for traffic control. Promotes and practices a safe working environment.
- Assists Crew Leader with any tasks being performed.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED equivalent required.
- One (1) year of experience in Public Works or utility operations.



City of Montgomery, TX
Maintenance Technician I
Job Description

- Obtain Class D Texas Water Operator License and Class I Sewer Collection Operator License within 1 year of employment anniversary.
- Valid Class C Texas Driver's License.
- Must possess a valid State of Texas Driver's License.
- Preferred requirements: Class A or B Texas Commercial Driver's License, Class D Water Operator License or Class I Sewer Collection Operator License.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

PHYSICAL DEMANDS AND LOCATION

- Physical requirements include lifting up to 100 pounds.
- Subject to standing, sitting, walking, climbing, squatting, kneeling and working in cramped and strained positions for long periods of time to perform job scope.
- Working conditions are primarily outside with frequent exposure to heat, cold, and inclement weather; water/wastewater; mechanical, electrical, chemical and confined space hazards; offensive fumes; excessive noise; and animals, snakes and poisonous insects.
- Required to comply with requirements for personal protective equipment.
- Operates a company vehicle and equipment daily.
- [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.](#)

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City of Montgomery, TX
Maintenance Technician II/Crew Leader
Job Description

Department: Public Works
Immediate Supervisor: Public Works Foreman
FLSA: Non-Exempt
Pay Grade: 105

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Maintenance Technician II/Crew Leader performs a variety of intermediate skilled duties including the operation of water, sewer, and storm drainpipe maintenance and construction. Provides basic assessments of the condition of water, sewer, and storm drain systems, maintaining installing manholes and storm drain boxes, and helps complete repairs, replacement, and rehabilitation to the system. This position would also include maintenance of City parks and facilities, street maintenance and repairs, along with inventory and replacement of street signage, and other related duties as required. This position is considered essential personnel, which is required to be present during all emergency and weather-related events for the duration, including being subject to 24-hour callouts, plus any City special events, as required by your supervisor. This position provides guidance to any Maintenance Technician I, when required.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Installs and maintains water taps, hydrants, valves, under supervision as needed.
- Repairs of main breaks and service leaks, under supervision as needed.
- Installation Installs and maintains sewer mains, taps, manholes, under supervision as needed.
- Works on sewer main breaks, operates rooter machine for sewer backups.
- Works on pumps and motors, climbs ground storage tanks at water plants.
- Reads meters and disconnect, reconnects turn off list when needed.
- Operates and maintains light and heavy equipment, backhoe with front end loader, and 6-cubic yard dump trailer, etc.
- Stocks vehicles with necessary equipment and materials.
- Daily operation and maintenance of City parks, including playground equipment, restrooms, trash receptacles, light fixtures and pressure washing sidewalks.
- Street and drainage maintenance, culvert maintenance, pothole repairs, grades ditches, empties trash receptacles in the Historic District of City.
- Assists with City's water/sewer operator during repairs and maintenance of City's wastewater treatment plants, water plants, and lift stations.
- Cleans, organizes, and maintains facilities, tools, and equipment.
- Sets up work zone areas for traffic control. Promotes and practices a safe working environment.
- Assists Foreman with any tasks being performed.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED equivalent required.
- Two (2) years of experience in Public Works or utility operations.



City of Montgomery, TX
Maintenance Technician II/Crew Leader
Job Description

- Class C Texas Groundwater/Water Distribution License and Class C Wastewater or Class II Sewer Collection license required within one (1) year of promotion or hire date.
- Valid Class C Texas Driver's License.
- Must possess a valid State of Texas Driver's License.
- Class A or B Texas Commercial Driver's License preferred.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

PHYSICAL DEMANDS AND LOCATION

- Physical requirements include lifting up to 100 pounds.
- Subject to standing, sitting, walking, climbing, squatting, kneeling and working in cramped and strained positions for long periods of time to perform job scope.
- Working conditions are primarily outside with frequent exposure to heat, cold, and inclement weather; water/wastewater; mechanical, electrical, chemical and confined space hazards; offensive fumes; excessive noise; and animals, snakes and poisonous insects.
- Required to comply with requirements for personal protective equipment.
- Operates a company vehicle and equipment daily.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX
Permit Technician
Job Description**

Department: Building Permit Services
Immediate Supervisor: Planning & Development Director
FLSA: Non-Exempt
Pay Grade: 103

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the supervision of the Planning & Development Director, the Permit Technician is responsible for providing the general public, developers, agencies and internal customers assistance regarding permits and other building construction related activities.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Serves as primary contact for Building Services providing frontline customer service for all building construction related activities.
- Provides general assistance to property owners, developers, general contractors, and other trade professionals as well as the general public, regarding Building Services processes, procedures and services.
- Receives and enters all permits and other applications into project tracking software for the Department.
- Performs varied and increasingly responsible technical work and plan review involved in the acceptance, review, processing, and issuance of over-the-counter permits issued by the department.
- Reviews application packets to ensure that all necessary documents are included in the submittals; routes permits and other applications to correct person for review.
- Calculates and records permit fees.
- Collects and assembles data and background materials for reports and special projects.
- Maintains and manages department files, records, and documents, electronically and/or paper.
- Provides administrative support to the Director of Planning & Development and the City Building Official, as needed.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED equivalent required.
- ~~1~~Possess the ICC Permit Technician Certification or must obtain certification within three (3) years from the date of hire.
- Must possess a valid State of Texas Driver's License.
- Must pass criminal background check and drug screen.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES



**City of Montgomery, TX
Permit Technician
Job Description**

- Knowledge of building codes and building inspection processes and procedures.
- Knowledge of permit approval processes and procedures, zoning, code administration and enforcement.
- Knowledge of building construction practices and materials.
- Knowledge of construction drawings, plans, drafting symbols, customs, and techniques.
- Ability to read and interpret surveys and materials containing legal language such as property descriptions.
- Knowledge of applicable local, state, and federal codes, regulations and requirements.
- Knowledge of City's permit process and requirements to obtain construction related permits.
- Skilled in the principles and practices of team work to accomplish the overall need of the department.
- Skilled in establishing and maintaining effective working relationships.
- Skilled in communicating effectively, both orally and in writing.
- Skilled in reading, comprehending and communicating departmental processes, policies and procedures.
- Skilled in using computers and related software applications; proficient in Microsoft Word, Excel.
- Skilled in performing complex and detailed work.
- Ability to apply basic mathematics in order to calculate fees; calculate work hours and sufficient math to complete reports.
- Ability to process multiple tasks simultaneously while maintaining attention to detail and accuracy

PHYSICAL DEMANDS AND LOCATION

- Duties are generally performed at City Hall in an office environment. There might be times that warrant services to be performed outside City Hall and/or outside the City. The employee must be able to operate a computer, printer, telephone, and calculator.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX
Public Works Director
Job Description**

Department: Public Works
Immediate Supervisor: City Administrator
FLSA: Exempt
Pay Grade: 114

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Incumbent is responsible for overseeing the entire public works department. The role requires a combination of leadership, strategic planning, and operational management to ensure that public infrastructure and services are effectively maintained and improved

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Directs the department, providing guidance and leadership to staff at all levels.
- Works with local government officials to develop policies, secure funding, and ensure that public works priorities align with community needs.
- Prepares and manages the department's annual budget, ensuring that resources are allocated effectively to support essential services and capital projects.
- Develops and implements policies and procedures for the public works department, ensuring compliance with local, state, and federal regulations.
- Ensures that all public works activities meet safety standards, environmental regulations, and legal requirements.
- Oversees safety programs to mitigate risks, such as accidents, environmental hazards, or costly damage to public infrastructure.
- Directs large-scale public works projects, including road construction, bridge repairs, utility upgrades, and park development. Ensures projects are completed on time, within scope, and within budget.
- Ensures the timely and efficient maintenance and repair of public infrastructure, including streets, sewers, water systems, and public buildings.
- Oversees the department's response to emergencies, such as natural disasters, snowstorms, flooding, or accidents involving public infrastructure.
- Attends city council meetings, public forums, and other community events to present departmental updates and gather feedback.
- Prepares and presents regular reports on departmental activities, project statuses, and financial performance to elected officials and the public.
- Establishes performance indicators to measure the effectiveness of public works operations, including response times, project completion rates, and budget adherence.
- Ensures that public works projects comply with environmental regulations and contribute positively to the community's long-term sustainability goals.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in related field.



**City of Montgomery, TX
Public Works Director
Job Description**

- Five (5) years of progressively responsible experience.
- Class C Texas Groundwater/Water Distribution Operator License and Class C Wastewater or Class II Sewer Collection Operator License.
- Valid Class B Commercial Texas Driver's License
- Preferred requirements include: Valid Class A Texas Commercial Driver's License, Class B Texas Groundwater/Water Distribution Operator License, Class B Wastewater, or Class III Sewer Collection Operator License, experience in a supervisory role, and knowledge of basic computer operations to include MS Office Suite programs
- Must possess a valid State of Texas Driver's License.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

PHYSICAL DEMANDS AND LOCATION

- Physical requirements include lifting up to 100 pounds.
- Subject to standing, sitting, walking, climbing, squatting, kneeling and working in cramped and strained positions for long periods of time to perform job scope.
- Working conditions are primarily outside with frequent exposure to heat, cold, and inclement weather; water/wastewater; mechanical, electrical, chemical and confined space hazards; offensive fumes; excessive noise; and animals, snakes and poisonous insects.
- Required to comply with requirements for personal protective equipment.
- Operate a company vehicle and equipment daily.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX
Public Works Executive Assistant
Job Description**

Department: Public Works
Immediate Supervisor: Public Works Director
FLSA: Non-Exempt
Pay Grade: 105

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

This is an advanced level clerical position with financial duties. Incumbent works directly with the Public Works Department.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Prepares correspondence for the department.
- Prepares reports, spreadsheets and graphs.
- Utilizes photo editing- and graphic creation software to update social media.
- Provides secondary audits for Utility Billing.
- Assists with emergency notifications.
- Assists with Accounts Payable and Accounts Receivable processing and filing.
- Assists with Annual Audit and Annual Budget preparation of documents.
- Assists with outgoing mail and correspondence.
- Schedules meetings as needed.
- Coordinates office supply ordering for department.
- Assists with coordination of special events.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED equivalent required.
- Two (2) years of relevant work experience.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to be self-motivated and have excellent time management skills.
- Ability to plan, organize files.
- Ability to prepare financial calculations, with charts and graphs.
- Ability to prepare reports.
- Ability to gather and organize data and maintain office records.
- Ability to interpret policies and agreements/contracts.
- Ability to establish and maintain effective working relationships with staff, the general public, citizens and community groups.
- Ability to maintain office supply inventory for the department and.



**City of Montgomery, TX
Public Works Executive Assistant
Job Description**

- Ability to work well with the public and staff.
- Skilled in written and oral communication [skills](#)

PHYSICAL DEMANDS AND LOCATION

- Duties are generally performed at Public Works Office in an office environment. On occasion there will be times that warrant services to be performed at City Hall and outside the city.
- The employee must be able to operate a computer, printer, telephone, adding machine and/or calculator.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX
Public Works Foreman
Job Description**

Department: Public Works
Immediate Supervisor: Public Works Superintendent
FLSA: Non- Exempt
Pay Grade: 107

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Public Works Foreman performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the construction, operation, maintenance, and replacement of City water, sewer, parks, streets, drainage, and facilities. Works under the general supervision of the Director of Public Works. This position is considered essential personnel, which is required to be present during all emergency and weather-related events for the duration, including being subject to 24-hour call outs, plus any City special events, as required by your supervisor. This position provides direct supervision of all Crew Leader/Maintenance Technician II positions and Maintenance Technician I positions.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Ensures the proper maintenance of equipment and tools before and after each use.
- Completes inventory of supplies as needed.
- Provides direct supervision of crews, including assigning tasks, ensuring safety protocols are followed, and trains employees as needed.
- Assists in development and management of yearly operating budgets.
- Maintains accurate and concise records to include inventory control and equipment maintenance.
- Assists in the purchase of tools and supplies as needed.
- Operates and maintains light and heavy equipment, backhoe with front end loader, and 6-cubic yard dump trailer, etc. as needed.
- Reports and documents on issues with personnel, equipment, or infrastructure in a timely manner.
- Responds to emergency situations as needed.

EDUCATION AND/OR EXPERIENCE

- High School diploma or GED equivalent required.
- Three (3) years of experience in Public Works or utility operations.
- Class C Texas Groundwater/Water Distribution Operator License and Class C Wastewater or Class II Sewer Collection Operator License.
- Valid Class B Commercial Texas Driver's License.
- Preferred requirements include: Valid Class A Texas Commercial Driver's License, Class B Texas Groundwater/Water Distribution Operator License, Class B Wastewater, or Class III Sewer Collection Operator License, experience in a supervisory role, and knowledge of basic computer operations to include MS Office Suite programs.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.



**City of Montgomery, TX
Public Works Foreman
Job Description**

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

PHYSICAL DEMANDS AND LOCATION

- Physical requirements include lifting up to 100 pounds.
- Subject to standing, sitting, walking, climbing, squatting, kneeling and working in cramped and strained positions for long periods of time to perform job scope.
- Working conditions are primarily outside with frequent exposure to heat, cold, and inclement weather; water/wastewater; mechanical, electrical, chemical and confined space hazards; offensive fumes; excessive noise; and animals, snakes and poisonous insects.
- Required to comply with requirements for personal protective equipment.
- Operate a company vehicle and equipment daily.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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DRAFT



**City of Montgomery, TX
Public Works Superintendent
Job Description**

Department: Public Works
Immediate Supervisor: Director of Public Works Director
FLSA: Non-Exempt
Pay Grade: 109

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Public Works Superintendent performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the construction, operation, maintenance, and replacement of City water, sewer, parks, streets, drainage, and facilities. Works under the general supervision of the Director of Public Works. This position is considered essential personnel, which is required to be present during all emergency and weather-related events for the duration, including being subject to 24-hour call outs, plus any City special events, as required by your supervisor. This position is responsible for providing direct supervision of the Public Works Foreman, as well as secondary supervision of all Crew Leader/Maintenance Technician II positions and Maintenance Technician I positions.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Supervises staff; plans, assigns, monitors, evaluates, establishes, and modifies work schedules, methods, and procedures.
- Advises the Director of Public Works in matters relating to department activities and problems found in water, sewer, parks, streets, drainage, and facilities maintenance.
- Mentors personnel and assist in annual performance evaluations. Ensures all employees maintain proper procedures, maintenance, and safety expectations.
- Solicits bids from vendors and serve as main point of contact, ensuring appropriate and timely work performed to the standards of the City. Including, but not limited to Areas of responsibility include, but are not limited to, limited to Water/Wastewater Operations, Right of Way, and Facility mowing contracts.
- Assists in development of annual budget and manages budget, ensuring appropriate use of funds and monitoring contracts, inventory, and auditing of funds. Maintains all associated records in accordance with all legal requirements.
- Operates and maintains light and heavy equipment, backhoe with front end loader, and 6-cubic yard dump trailer, etc. as needed.
- Assists the Director of Public Works with any tasks being performed.

EDUCATION AND/OR EXPERIENCE

- High School diploma or GED equivalent required.
- Five (5) years of experience in Public Works or utility operations.
- Class C Texas Groundwater/Water Distribution Operator License and Class C Wastewater or Class II Sewer Collection Operator License.
- Valid Class B Commercial Texas Driver's License.
- Preferred requirements include: Valid Class A Texas Commercial Driver's License, Class B Texas Groundwater/Water Distribution Operator License, Class B Wastewater, or Class III Sewer



**City of Montgomery, TX
Public Works Superintendent
Job Description**

Collection Operator License, experience in a supervisory role, and knowledge of basic computer operations to include MS Office Suite programs.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

PHYSICAL DEMANDS AND LOCATION

- Physical requirements include lifting up to 100 pounds.
- Subject to standing, sitting, walking, climbing, squatting, kneeling and working in cramped and strained positions for long periods of time to perform job scope.
- Working conditions are primarily outside with frequent exposure to heat, cold, and inclement weather; water/wastewater; mechanical, electrical, chemical and confined space hazards; offensive fumes; excessive noise; and animals, snakes and poisonous insects.
- Required to comply with requirements for personal protective equipment.
- Operate a company vehicle and equipment daily.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX
Utility Billing Clerk
Job Description**

Department: Administration
Immediate Supervisor: Finance Director
FLSA: Non-Exempt
Pay Grade: 105

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the supervision of the Finance Director, the Utility Billing Clerk is responsible for maintaining customer utility account data, preparing, and mailing utility bills, entering utility payment data into the City's computer system, preparing reports, and assisting with citizen inquiries regarding utilities or other City services.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Manages utility consumption and uses data provided from field collection.
- Responsible for monitoring automated meter reads, correction of errors and manual input when necessary.
- Performs monthly utility billing process.
- Enters utility billing transfers in the City's computer system.
- Prepares and prints final utility notices and shut-off directives.
- Posts utility payments in the City's computer system.
- Assists with citizen inquiries and concerns regarding utilities or other City services.
- Handles customer complaints in a timely and professional manner.
- Facilitates and maintains records for payment agreements.
- Answers customer questions regarding problems with their account.
- Prepares various reports as directed.
- Coordinates with field staff for connects and disconnects.
- Posts, processes, and distributes deposit refunds.
- Posts utility billing adjustments.
- Balances cash drawer each day and prepares deposit.
- Operates office machines, such as copiers, scanners, fax machines, voice mail systems and computers.
- Responsible for monitoring automated meter reads, correction of errors and manual input when necessary.
- Follows department policies and procedures.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED equivalent required.
- One (1) year of relevant work experience.
- Must possess a valid State of Texas Driver's License.
- Must pass criminal background check and drug screen.



**City of Montgomery, TX
Utility Billing Clerk
Job Description**

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to operate computers and software is necessary to complete assignments, which may include accounting software, word processing, spreadsheets, and databases.
- Ability to maintain an organized filing system.
- Ability to read and interpret documents such as ordinances, agendas, operating and maintenance instructions and procedure manuals.
- Ability to work well with others.
- Ability to work with limited supervision.
- Ability to follow department policies and procedures, concentrate on tasks in the presence of distractions, prepare reports, type with speed and accuracy, count change correctly.
- Ability to communicate well with others via written, email, phone and in person settings.
- Ability to solve problems.
- Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals.
- Ability to carry out duties reliably and predictably.
- Skill in organization, public relations, and basic office procedures.
- Skill in handling dissatisfied customers.

PHYSICAL DEMANDS AND LOCATION

- This position is located at City Hall. Working within an office setting with a computer and telephone is the primary aspect of this position.
- The physical demands of this position require the ability to sit, stand, use hands to finger, eye and hand coordination. The employee is occasionally required to stand, walk, stoop, kneel and crouch.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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