
CITY OF PORT LAVACA

CITY COUNCIL WORKSHOPP: AUGUST 24, 2026

AGENDA ITEM _____

DATE: AUGUST 24, 2026

TO: THE HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: JODY WEAVER, CITY MANAGER

SUBJECT: **SUPPLEMENT TO FY27 COMPENSATION PLAN MEMO - ASSISTANT CITY MANAGER**

BACKGROUND:

As you know, Council has expressed interest in providing assistance to the day-to-day administrative duties of the City Manager. The suggestion of hiring an Assistant City Manager has been discussed for a couple of years, but there are not adequate funds to fund this additional position at this time. An Assistant City Manager serves as a critical link between the City Manager and the department heads, focusing on organizational issues so the City Manager can devote more attention to external issues.

It has been suggested that Fire Chief Joe Reyes be promoted to Assistant City Manager/Fire Chief with the responsibility of supervising some of the department heads. I propose to make this transition with Joe Reyes assigned to supervise the Development Services Director, Public Works Director, Harbor Master, Police Chief, and the HR Coordinator, as well, of course, the Fire Department. His job will be to provide executive administrative oversight of the assigned department heads and HR and keep me informed about current and emerging problems and projects status, so I can better keep Council informed.

I have talked to Joe about this proposed assignment, and he has agreed to take on this new role and is excited to use his people, supervisory, and organizational skills in this way.

Brittney and I have prepared the attached DRAFT job description, which provides the essential functions of the position. This is still a work in progress and suggestions for improvement and clarity are welcome. Joe is still recovering from recent surgery, so I haven't yet reviewed this draft with him.

The proposed pay grade is 27, which has a range of \$110,937 - \$149,765. This is in line with the prevailing wage of other Asst City Managers in cities with populations between 10,000 – 20,000. The proposed starting salary is \$116,500. (\$7,500 annual increase above his current pay) \$4,360 of this is already in the budget being a 4% raise and the balance is available from the amount budgeted for a City Manager increase.

Attachment: Draft Job Description for Assistant City Manager/Fire Chief



CITY OF PORT LAVACA



JOB TITLE: Assistant City Manager / Fire Chief
Pay Grade: 27
DEPARTMENT: Administration/Fire
JOB CODE: 1401

JOB DEFINITION:

The Assistant City Manager / Fire Chief / Fire Marshal is a senior executive management position responsible for assisting the City Manager in the administration, coordination, and oversight of municipal operations and for serving as the City's Fire Chief and Fire Marshal.

Under the direction and authority of the City Manager, the position provides executive administrative oversight of assigned departments and municipal functions, including the Police Department, Public Works, Harbor/Port Operations, Development Services, and Human Resources. The position also has direct responsibility for the administration and operation of the Fire Department and Fire Marshal functions.

The Assistant City Manager / Fire Chief / Fire Marshal assists the City Manager in implementing City Council goals and priorities, monitoring departmental performance, coordinating interdepartmental activities, identifying organizational and operational improvements, addressing significant personnel and administrative matters, and ensuring effective and efficient delivery of municipal services.

The position operates under the direction of the City Manager. The City Manager retains ultimate administrative authority over municipal operations except where authority has been specifically delegated by ordinance, policy, or administrative directive.

CHAIN OF COMMAND:

The Assistant City Manager / Fire Chief / Fire Marshal:

- Reports directly to the City Manager.
- Operates under the direction and authority of the City Manager.
- Provides administrative oversight of assigned departments and functions.
- Holds department heads accountable for established goals, performance expectations, policies, and City Manager directives.
- Coordinates departmental activities and assists in resolving interdepartmental issues.
- Does not unnecessarily interfere with the day-to-day professional, technical, statutory, or operational responsibilities of department heads.
- Does not supersede authority specifically granted to another official, department head, or professional position by law, ordinance, City policy, or other applicable authority.

- Makes recommendations to the City Manager regarding departmental performance, organizational structure, staffing, policies, and operational matters.

The Assistant City Manager shall exercise administrative oversight of assigned departments while respecting the professional, technical, statutory, and operational authority vested in department heads by law, ordinance, policy, or other applicable authority.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:

Executive Administration

- Assists the City Manager in the overall administration and operation of the City.
- Serves as a member of the City's executive management team.
- Coordinates activities among assigned departments to promote efficient and effective delivery of municipal services.
- Assists in implementing the City Council's goals, policies, priorities, and strategic initiatives.
- Reviews departmental operations, performance, staffing, and service delivery and makes recommendations to the City Manager.
- Identifies opportunities for improved efficiency, cost savings, revenue enhancement, and organizational effectiveness.
- Assists with development and implementation of the City's strategic and operational plans.
- Advises the City Manager regarding significant departmental, operational, personnel, and organizational matters.
- Represents the City Manager as assigned.
- Coordinates responses to complex or cross-departmental issues.

Departmental Oversight

- Provides administrative oversight and coordination of the Police, Public Works, Harbor/Port, Development Services, and Human Resources functions.
- Works with department directors and division heads to establish priorities, monitor performance, and resolve operational issues.
- Reviews departmental goals, work programs, staffing needs, and organizational issues and makes recommendations to the City Manager.
- Ensures departments operate consistently with adopted ordinances, policies, procedures, budgets, and administrative directives.
- Facilitates communication and cooperation among departments.
- Does not replace the professional or technical authority of department directors in their respective areas of expertise.

Fire Department

- Serves as Fire Chief and has direct responsibility for the administration and operation of the Fire Department.

- Plans, directs, and evaluates fire suppression, emergency response, fire prevention, inspections, emergency preparedness, and related services.
- Oversees Fire Department personnel, training, equipment, facilities, and operational readiness.
- Develops and administers the Fire Department budget.
- Ensures compliance with applicable laws, regulations, standards, and emergency response requirements.
- Represents the Fire Department before City Council, boards, commissions, regional agencies, and the public.

Emergency Management and Disaster Response

- Assists the City Manager in emergency preparedness and disaster response.
- Coordinates emergency response activities among City departments.
- Participates in Emergency Operations Center operations as assigned.
- Assists with hurricane preparedness, response, and recovery.
- Coordinates with county, regional, state, and federal emergency-management agencies.
- Participates in planning for hurricanes, flooding, hazardous materials incidents, major fires, severe weather, and other emergencies.
- Assists in maintaining and updating emergency plans and continuity-of-operations plans.
- Coordinates post-disaster recovery activities.
- Participates in emergency exercises and training.
- Serves in an emergency command or coordination capacity as assigned by the City Manager.

Human Resources

- Works collaboratively with the Finance Director and HR Coordinator on personnel matters.
- Reviews personnel matters that have significant organizational, operational, or employee-relations implications and makes recommendations to the City Manager.
- Assists department heads with significant personnel matters.
- Coordinates employee disciplinary and performance matters as directed by the City Manager.
- Ensures personnel practices are administered consistently and in compliance with applicable law and City policy.
- Ensures personnel practices are applied consistently across departments.
- Coordinates with the Finance Director and HR Coordinator to ensure effective and consistent administration of personnel programs.
- Makes recommendations to the City Manager regarding significant personnel matters.

Public Works / Harbor / Development Services

- Provides administrative oversight of the Public Works Director, Harbor Master, and Development Services functions.
- Reviews departmental priorities, capital needs, staffing, service levels, and operational challenges.
- Facilitates resolution of issues requiring coordination between multiple departments.
- Monitors progress on major projects and reports on current and emerging issues to the City Manager.

Police Department

- Provides administrative oversight of the Police Chief.
- Works with the Police Chief regarding departmental goals, staffing, budget needs, operational issues, and strategic initiatives.
- Monitors departmental performance and service delivery.
- Assists the City Manager in addressing significant administrative or organizational matters involving the Police Department.
- Maintains appropriate separation between executive administrative oversight and the Police Chief's professional law-enforcement responsibilities.

Policy and Administration

- Assists in the development, review, and implementation of City administrative policies.
- Reviews proposed personnel and administrative policy changes and makes recommendations to the City Manager.
- Coordinates implementation of policies adopted by City Council and directives issued by the City Manager.
- Works with department directors to ensure consistent application of City policies.
- May present administrative recommendations to City Council at the direction of the City Manager.
- Maintains awareness of federal, state, and local laws affecting municipal operations.

Budget and Financial Coordination

- Works with the Finance Director and department directors in developing departmental budgets and identifying financial needs.
- Reviews departmental budget requests and makes recommendations to the City Manager.
- Monitors departmental expenditures and operational performance.
- Identifies opportunities for cost efficiencies and improved use of City resources.
- Does not supersede the Finance Director's authority or professional responsibility for financial administration, accounting, budgeting, financial reporting, internal controls, and other assigned finance functions.

City Council and Community Relations

- Assists the City Manager in preparing reports, recommendations, presentations, and other information for City Council.
- Attends City Council meetings, workshops, and committee meetings as directed.
- Presents departmental and administrative matters to City Council as authorized by the City Manager.
- Provides accurate and professional information regarding City operations.
- Communicates with the Mayor and Council members regarding City operations only as authorized or directed by the City Manager and consistent with established City communication protocols.
- Supports the City Manager's relationship with the City Council and elected officials.
- Does not independently establish policy or make commitments on behalf of the City without appropriate authority.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- Municipal government administration, budgeting, personnel management, capital planning, and public service delivery.
- Strong leadership, supervisory, organizational, and decision-making skills.
- City of Port Lavaca policies and procedures.
- Duties, powers, authorities, and limitations of a municipal Fire Chief.
- Federal, state and local laws, codes, and regulations governing Municipal Government, and Fire safety codes.
- Modern Fire safety and emergency services management principles, and techniques and practices for effective, efficient, and cost-effective management of allocated resources.
- Current trends and strategies for deployment of personnel and equipment in emergency situations, and for general community protection.
- Principles and practices of modern fire suppression and prevention.
- Procedures and equipment used in modern fire fighting and emergency medical response.
- Record keeping and file maintenance principles and procedures.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Effectively supervise professional department heads and coordinate multiple municipal functions.
- Analyzing public safety issues, evaluating alternatives, and developing recommendations based on findings.
- Using initiative and independent judgment within established procedural guidelines, while assuring compliance with City goals and objectives.
- Assuming incident command responsibilities, and coordinating firefighting, rescue, and emergency medical services under complex emergency conditions.
- Recognizing the contents and occupancy of buildings and emergency incident scenes in order to apply appropriate firefighting, rescue, and emergency medical techniques.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state, and federal agencies.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Using a personal computer and specialized software applications.
- Communicating effectively verbally and in writing and visual presentations.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in public administration, business administration, emergency management, fire science, management, or a related field. Significant progressively responsible experience in municipal government administration and/or fire service management. Experience supervising or directing professional, technical, and operational personnel. Experience managing budgets, personnel, programs, and municipal operations; AND seven years management experience in Fire Department operations; OR an equivalent combination of education, training and experience. Must maintain a level of physical fitness to meet Department standards.

CERTIFICATIONS, LICENSES, REGISTRATION:

- State of Texas driver's license is required
- Certification for Master Firefighter from Texas Commission on Fire Protection (TCFP) is required.
- Depending on the needs of the City, additional licenses and certifications may be required, including Inspector and Instructor certifications.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment, with occasional on-scene response to emergency situations.