



IN THE MIDST OF THE TEXAS HILL COUNTRY

Request for Proposals for a Part Time Code Administrator

The City of Woodcreek was incorporated in Hays County, Texas as a City in 1984 and became a Type-A General Law City in 1989. It governs according to state statutes and its legislative body consists of a Mayor and five (5) Council Members. This small and prosperous City encompasses approximately 696 acres of land, including approximately 900 housing units and a population of 1,700 residents.

Scope of Services:

The Code Administrator will have responsibility for ensuring that the Woodcreek Code of Ordinances, Hays County laws and Texas State regulations are maintained in the City of Woodcreek. This will be accomplished by enforcing city ordinances and investigating and resolving violations. The Code Administrator will perform a variety of code enforcement duties such as: writing and delivering citations, obtaining and providing information regarding ordinances, resolving violations, maintaining records, assisting the general public, appearing in Municipal Court, obtaining necessary information from other cities and interfacing with other city employees and citizens. They will enforce all ordinances consistently.

Skills and Ability Requirements:

- Must have skill in interpreting and applying statutes, ordinances, codes, and regulations.
- Must know traffic laws.
- Must be able to deal tactfully and courteously with citizens, especially angry people.
- Must be able to communicate effectively verbally and in writing.
- Must be able to work without close supervision.
- Willingness to work with local and county law enforcement agencies.
- Must maintain cooperative working relationship with co-workers.
- Demonstrate discretion and confidentiality.
- Demonstrate sensitivity to cultural and social differences.
- Must maintain accurate and timely records and files for potential court cases. Must be able to operate standard office equipment including a PC and its software.

Qualifications:

- High School Diploma or GED.
- Valid Texas Driver's License.
- Able to work in all weather conditions.
- Able to respond after hours, including weekends.
- Ability to pass a background check.

Duties:

- Perform a variety of code enforcement inspections and research complaints and citizen inquiries.
- Enforce all ordinances that relate to code enforcement.
- Compose correspondence and monthly reports.
- Provide excellent customer service and public relations.
- Perform all other duties and special projects as directed by the City Manager.
- Attend and assist in city-wide events as needed.
- Other assigned duties by the City Manager and/or City Secretary

Proposal Format:

Proposals should include the following information:

- A letter of introduction, including qualifications.
- Provide a flat rate fee for the aforementioned Code Administrator duties.

Evaluation Criteria and Selection Process:

The selection of the *Part-Time Code Administrator* will be awarded based on the candidate’s qualifications, program work and approach, competitive fees and rates, work history and references. The City of Woodcreek reserves the right to reject any incomplete proposals.

All inquiries regarding the RFP should be directed to:

City of Woodcreek
Kevin Rule, City Manager
41 Champions Circle
Woodcreek, TX 78676
(Office): 512-847-9390
(Cell): 512-878-9102
(Email): Manager@WoodcreekTX.gov

Proposals must be received no later than **5:00p.m. on July 7, 2023:**

City of Woodcreek
Attn: Kevin Rule, City Manager
41 Champions Circle
Woodcreek, TX 78676

Disclaimer: The City of Woodcreek prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The City of Woodcreek conforms to the spirit as well as to the letter of all applicable laws and regulations.