

City of Bandera TX City Administrator Job Description

Exempt:	Yes
Department:	Administration
Reports To:	City Council
Location:	Bandera City Hall
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

This position works with the Mayor, reports to the City Council and manages all activities of the City of Bandera's future planning and current day-to-day operations. The purpose of this position is to oversee all phases of operations for the City of Bandera, including Municipal Office, Departments of Public Works, City Marshal, Municipal Court, Financial and Animal Services. Overseeing operations within these departments include working directly with the directors and supervisors of these departments to maintain and improve efficiency and compliance. City Administrator is expected to exemplify leadership qualities and professionalism when managing, developing and enforcing interoffice and cross area processes and procedures, such as personnel interaction and communication, money handling and building security, work schedules, creating daily work plans, administering the department budget, monitoring development, controlling expenditures, scheduling personnel training and vacation, and overall management of personnel and equipment, distributing and maintaining building access. A complete job description is available on the City of Bandera website.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain regular, predictable and punctual attendance.
2. Establish and maintain effective working relationships with City officials, all employees and the general public.
3. Perform all duties and responsibilities in a manner consistent with the core values of the City, and consistent with City and Department policies.
4. Work with relative independence and judgment with initiative required to meet operating requirements.
5. Use safe working practices in the performance of duties and ensure proper safety practices are used by all employees.
6. Manage confidential and sensitive issues requiring a high degree of discretion, diplomacy and tact.
7. Work a flexible schedule, which may include evenings, weekends, holidays, overtime and on call.
8. Advise and assists the Mayor and City Council in representing the city's interests with other level agencies of government, business interest, and the community at large.
9. Attend all staff, City Council, other City Commission meetings and workshops and, when required, follows up on the tasks.

10. Represent the City when in attendance of meetings, as required, and public functions involving other State, County, Community, Local, Department, elected/appointed officials, civic and community service organizations, volunteer groups.
11. Work with various state and federal agencies and other consultants, contractors and professionals when necessary and required.
12. Responsible for achieving an extensive knowledge of the City's Codes, Ordinances, Operations, IT systems, and overall principles and practices of effective supervision or management of organizations and personnel.
13. Work under the general supervision of the Mayor and the City Council and with the department supervisors and directors to
 - Develop and maintain the annual budget for the office, to include the annual planning calendar, stages with associated deadlines and requirements.
 - Directs, plans and oversees infrastructure, community, and development services as a public relations servant to the citizens of the city.
 - Ensures all contracts with the city, including public utility franchises, are kept and performed and, upon knowledge of any violation thereof, bring to the immediate attention of the city council.
 - Maintain the City of Bandera Comprehensive Master Plan, Codes and Ordinances per approval of the City Council.
 - Maintain personnel efficiency by planning and implementing office policies and procedures, systems, layouts, and equipment procurement as well as recruiting, screening, selecting, orienting, and training employees, as may be required.
 - Coordinate and schedules staff meetings, to plan, organize and direct the overall administrative activities and operations of the city, to maintain city website content, city calendar and all contact information in a timely manner.
 - Design and implement office standards by establishing policies and procedures, measuring results against set standards and making necessary adjustments.
 - Maintain a fair and productive work environment through setting and following consistent expectations to include follow up with performance reviews which are based on monitoring, documenting, coaching, counseling, and disciplining employees, as may be required.
 - Complete and oversee all operational requirements through proper schedule monitoring, such as creates, adjusts and schedule employees with work results follow up, managing leave request, monitoring and approving time sheets prior to submitting to the treasurer.
 - Maintain efficient customer service and office services through office communication, operations, policies and procedures to control expectations, correspondence, filing systems, supply requisition handling, work order processing and fulfillment and monitoring clerical functions, and personnel reviews.
 - Monitor and analyze special reports, issues and trends and report to City Council to maintain a proactive instead of reactive approach to city issues and long-term planning.
 - Maintain up-to-date professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in City functions or societies.
 - Create, coordinate and monitor the activities of the city to assure information is disseminated, as may be appropriate.
14. Responsible for achieving an extensive knowledge and compliance in accordance to The State of Texas, Texas Municipal League and any other applicable rules and regulations.

15. Responsible for achieving an extensive knowledge and compliance of the City's Codes, Ordinances, Operations, IT systems, and overall principles and practices of effective supervision or management of organizations and personnel.
16. Responsible to achieving knowledge and compliance of all personnel policies and procedures.
17. Must sign a Disclaimer.
18. Must sign a Code of Ethics.
19. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 9 to 10 years related experience and/or training, and 9 to 10 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand the most complex documents; ability to respond effectively to the most sensitive inquiries or complaints; ability to write speeches and articles using original or innovative techniques or style; ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

CRITICAL THINKING SKILLS

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal, logical or scientific symbolism such as formulas, scientific equations, and graphs. Ability to deal with a variety of abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Texas Driver's License

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Accounting, Spreadsheet

Basic: Database, Human Resources Systems, Presentation/PowerPoint, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Self directed to achieve company/organization goals. Reports to board of directors.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a division of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele. Organization's final decision maker and authority.

MENTAL DEMAND

Comprehensive and very intense mental demand. Comprehensive and continual involvement with multiple divisions, departments and/or organizations. Strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

Minimal oversight. General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by organization's board of directors or business owner(s).

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises an extra large group (25+) of employees who are engaged in diversified activities in one or more departments.

Supervises the following departments: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Regularly responsible for funds, building premises, inventory, or other property owned or leased by the organization and, in addition, may have temporary custody and responsibility of property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above range from \$10,000,000 to \$25,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and would definitely have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Minimal oversight. Highest level of freedom to complete the duties of the job as guided by board policy with oversight by organization/company board.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Medium. Job creates a monetary impact for the organization from \$1mm to \$10mm.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of extreme importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Establishes company culture by setting tone of interactions and communication with senior level internal officials and employees throughout the organization.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

High diversity, low physical. Work activities which allow for considerable amount of diversity as an incumbent performs a variety of tasks. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties.

While performing the functions of this job, the employee is regularly required to talk or hear; frequently required to stand, walk, sit, use hands to finger, handle, or feel; and occasionally required to reach with

hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

MINIMUM QUALIFICATIONS:

Four years of work experience in office management or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Possess excellent skills in the areas of personnel management, municipal administration, economic development, emergency management, financial management, human resources, city services, public works, municipal planning and community relations.

Possess excellent communication and productivity skills, such as oral and written communications, multiple task oriented, and a critical thinker required for problem solving.

Must be bondable.

Note: These knowledge, skills and abilities may be demonstrated by a Bachelor's Degree in Government, Political Science, Business Administration or a related field; a Master's Degree in Public Administration or a related field. Five years' experience in local government in an upper management position OR any combination of training and experience leading to the desired level of knowledge and skill are acceptable.

The City of Bandera has a zero tolerance policy regarding drugs. Any offer of employment may be contingent on a successful completion of a drug test.