



City of Dilley

JOB DESCRIPTION

Job Title: City Administrator

FLSA Status: Exempt

Department: Administration

Job Description Prepared: August 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: City of Dilley Council/Mayor

Subordinate Staff: City of Dilley Employees

Other Internal Contacts: All City of Dilley Departments

External Contacts: General Public, Vendors and Contractors

Job Summary

Pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

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.

Essential Duties

- 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 decision;
- 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;
- Performs such other duties as may be assigned by the City Council.
- Administer, account and implement all department city policies and procedures

Requirements

Knowledge of:

- General management principles
- Budgeting and accounting principles and procedures
- Multi-funded financing operations

Skill/Ability to:

- Interpret and communicate to others rules, regulations and guidelines prepared by state and federal agencies on a variety of programs
- Select, develop, organize, motivate, and effectively utilize staff;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships with officials in local, state and federal government and in the private sector
- Respond adequately to a variety of policy issues faced by the city

Job Qualifications:

- Bachelor's degree in public or business administration, finance, or related field
- Plus five (5) years of progressively responsible experience in public administration
- At least three (3) years of which involved city management.
- Master's degree in public administration is preferred
- Bilingual
- Valid Driver's License

Work Environment

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

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 lighted, heated, and ventilated.

Physical Demands

The physical demands 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.

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Other

- Willing to work extended hours
- Willing to travel overnight to conferences, seminars, and meetings.
- Other duties as assigned

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

CC: Employee
Employee File

Approved by City Council: **JANUARY 23, 2020**