

City Manager - City of Del Rio Job Description

JOB SUMMARY: Serves as the chief administrator of the City effectively administering the affairs of the City in accordance with the directives and policies established by the City Council and Local, State and Federal laws. The City Manager serves under the direction of the City Council and is responsible for making recommendations to the council concerning programs and policies and developing methods to ensure the effective and efficient operation of city services. The City Manager promotes a harmonious work environment as one where everyone is treated with dignity and respect, and no one is subjected to harassment and to the benefit of increasing safety, productivity, and efficiency. The City Manager coordinates and administers the implementation of policies, procedures and ordinances that will provide for the sustainable, managed growth of the city.

ESSENTIAL JOB FUNCTIONS:

- Directs and oversees all municipal functions by enforcing all policies and procedures governed by City code, ordinances, and resolutions.
- Plans, organizes, coordinates, and directs the work of the City through Department Directors, Division Managers, and support staff, except those required by the Charter to be appointed by the Mayor or City Council.
- Develops and directs the implementation of goals, objectives, policies, procedures, priorities, and work standards for each City department in accordance with the mission established by the City Council.
- Develops, interprets, and enforces effective management policies.
- Interacts with elected officials and boards and commissions by addressing, implementing, and enforcing all legislative policy decisions; acting as the liaison between council and the public; and coordinating and attending council meetings.
- Plans programs and activities, both short and long term, to advance City goals.
- Executes contracts and other instruments binding the City to financial agreements and obligations.
- Responds to requests and inquiries from the Council and keeps Council informed of relevant issues.
- Reviews operations of the City to ensure that obligations are met.
- Analyzes complex technical and administrative municipal challenges, evaluates solutions, and implements effective courses of action.
- Involves administrative team in improving and/or resolving operational and administrative issues.
- Exercises control over all City departments and divisions, except as otherwise provided by City Charter.
- Evaluates the organizational structure and staffing of the City and makes necessary recommendations to City Council.
- Prepares, reviews, and approves City Council agendas and other materials for all meetings held by the City Council and attends and assists with said meetings.
- Coordinates the preparation of a wide variety of reports or presentations for City Council or other outside agencies.

- Ensures that City Council is kept apprised of the financial condition and future needs of the city and makes such recommendations, as necessary.
- Coordinates activities to determine the needs of the City, establishes priorities and recommends long-range plans for City services and programs; develops specific proposals for action on current and future City needs.
- Prepares and submits to the City Council, at the end of each fiscal year, a complete, comprehensive report on the financial status and administrative activities of the City for the preceding year; submits recommendations for tax rates, user fees and other financial instruments.
- Prepares annual budget recommendations and justifications based on data submitted by all Department Directors, including capital expenditure items, consistent with council-approved short-and long-range plans.
- Files approved budgets with appropriate authorities and administers approved budget.
- Identifies and secures additional funding sources.
- 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.
- Supervises the city's program and administrative functions and provides general leadership and direction for city personnel.
- Ensures adequate city staff support for all policy or advisory boards, commissions, and/or committees established by the City.
- Manages the City's economic development process and program, directs research and analysis; synthesizes information and presents findings and proposals on behalf of the City. Works with citizens and developers in the negotiation of service provision, tax abatements/incentives, and other economic development issues.
- Ensures efficient and economical purchasing of equipment, supplies, materials, property, and facilities for the City.
- Ensures City compliance with state, federal, and local statutes, and regulations, as well as with grant and contract provisions.
- Executes all appropriately authorized deeds, contracts, or agreements and to see that all terms and conditions imposed in favor of the City or its inhabitants in any such transactions are faithfully kept and performed, and in case of any violation thereof, to take such action as may be necessary and proper to enforce or terminate the same.
- Fosters cooperative relationships with City Council, boards and commissions, civic groups, inter-governmental agencies, other public and private organizations, and citizen/community groups in implementing programs and projects to solve identified challenges.
- Assesses community needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high-quality municipal services.
- Directs development and implementation of initiatives for service quality improvements.
- Creates an organizational climate of teamwork and service excellence.
- Performs such other duties as may be prescribed by the City Charter or by ordinance or resolution of the City Council.

SUPERVISION RECEIVED AND EXERCISED: Reports directly to the Mayor and City Council. Directs the selection, supervision, and work evaluation of Department Directors; selects, motivates, and evaluates staff and provides for their training and professional development; is the final decision maker regarding hiring, terminating and disciplining employees; appoints and may suspend or remove

appointed officers. Provides leadership and works with the management team to develop and retain highly competent, public-service oriented staff through selection, training and day-to-day management practices that support the City's mission, operating plans, and objectives.

WORKING CONDITIONS: The principal duties of this position are performed in a standard office setting. The City Manager is regularly required to sit at desk, in front of a computer terminal and in meetings for long periods of time. Workflow is high, and/or of considerable variety in task assignments, many of which are unrelated. Interruptions are frequent and distracting. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch and reach; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and coordination including use of a computer keyboard. Visible in the community yet focus his/her primary effort on the administration of the City. Will carry a cell phone and be accessible to key staff members and elected officials. Operates a City vehicle safely through City traffic to evaluate and identify problem areas, verify work-in-progress, and to attend various meetings and workshops.

PRIMARY INTERACTIONS AND COMPETENCIES

Internal: Provide leadership and accountability to all staff members, especially those within the administrative staff and department heads.

External: Provide a positive presence within the community, especially among business leaders and others who are in leadership positions throughout the city.

Competencies:

- Plan, organize, and coordinate all municipal activities in a consistent and equitable manner in accordance with all applicable laws, regulations, rules, laws, and ordinances.
- Serve as a representative for both citizens and entities with other governmental and civic organizations, communicating effectively with the best interests of the city in mind.
- Provide visionary leadership with regard to future projects and improvements, grant writing, responsible financial management of public funds, and enhancing the quality of life for all citizens.

MINIMUM QUALIFICATIONS:

Education, Certification, and Experience:

- Bachelor's degree from an accredited university is required. Master's degree in public administration, Business Administration or closely related field is highly desirable.
- Requires over five (5) years of progressively responsible administrative and executive management experience in municipal government or public administration.
- Certified Public Manager (CPM) or able to obtain CPM within two years of employment, required.

Required Knowledge, Skills, and Abilities:

- Knowledge of modern and highly complex principals and practices of municipal administration, organizations, functions, and services.
- Considerable knowledge of the operations typical of municipal services.
- Knowledge of human resource management, personnel selection, supervision, training, and evaluation.

- Knowledge of applicable federal, state, and local laws, rules and regulations pertaining to local government operation.
- Skill and ability to interpret and communicate to other rules, regulations, and guidelines prepared by state and federal agencies on a variety of programs.
- Ability to apply general management principles to complex situations; gather, compile, analyze and evaluate a variety of administrative challenges and make sound policy and procedural recommendations in a fair and consistent manner.
- Must have good interpersonal skills to deal with the public.
- Ability to establish and maintain effective working relationships with officials in local, state, and federal government, the public, and the news media.
- Skilled in preparing and administering municipal budgets.
- Skilled in planning, directing, and administering municipal programs.
- Must possess effective oral and written communication skills.
- Ability to respond to emergency and problem situations constructively and develop effective resolutions.
- Ability to negotiate and handle sensitive matters of a confidential, political, and/or sensitive nature.
- Ability to operate a computer using standard word processing and spreadsheet software; gather, compile, analyze, and evaluate a variety of data and make sound decisions regarding that data as it applies to providing services; and recognize, evaluate, and respond adequately to a variety of policy issues faced by the city.
- Ability to practice good time management skills.
- Ability to provide leadership and direction contributing to the success of the organization and its strategic priorities by forging a vision of the future.
- Ability to plan, initiate and implement change of policies, practices and behaviors overcoming potential resistance, conflicting expectations, and controversy.

Other Conditions of Employment:

- Valid Texas Drivers' License Class C is required. Successful out of state candidates must be able to obtain a valid Texas driver's license within 90 days of hire.
- Must be able to complete and pass intensive background check is required.
- Must reside within the city limits of the City of Del Rio, Texas

IMPORTANT NOTICE TO ALL APPLICANTS and EMPLOYEES

- The City of Del Rio investigates and obtains information from all references, both personal and professional, employers, public agencies, licensing authorities, and educational institutions to obtain information about applicants and to otherwise verify the accuracy of information provided in the application.
- The city does not unlawfully discriminate in employment practices and no question on the application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited and protected by applicable Local, State or Federal law.
- Applicants may need to agree to submit to any medical examination and/or drug and alcohol testing to determine the ability to perform the duties of the position which applied for, and employment is contingent upon the results thereof.
- Falsifying any information on the application, may be cause for disqualification from the hiring process as per city policy.

- Prior to hire, the city will conduct a Texas background check for employment to include and up to following types of searches: Criminal history search, Employment verification, Education verification, Social Security Number (SSN) trace, Professional license verification, Sex offender registry search, Pre-employment drug test.
- The city, if hiring for jobs involving driving also might request driver's license motor vehicle records checks.
- Positions requiring credit checks, will be completed in accordance with the Texas Business and Commerce Code § 20.05.
- More information can be found at <https://statutes.capitol.texas.gov/Docs/BC/htm/BC.20.html>
- If an offer of employment is made, the applicant is required to provide proof of identity and legal authority to work in the United States as per Federal immigration laws requiring form I-9.

THE CITY OF DEL RIO IS AN EQUAL OPPORTUNITY EMPLOYER