

City of Montgomery, Texas

Job Description

Job Title: City Administrator
Department: Administration
Reports To: The Mayor and City Council
FLSA Status: Exempt
Prepared By: Mayor
Prepared Date: April 1, 2010
Approved By:
Approved Date: April 13, 2010

SUMMARY

Directs and coordinates administration of the City of Montgomery government in accordance with policies determined by City Council or other authorized elected officials by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for the supervision, coordination and direction of all departments of the City with authority to appoint, discipline and remove department heads and other City employees with the exception of the Court Judge.

Supervises activities of departments performing functions such as collection and disbursement of taxes, law enforcement, maintenance of public health, construction of public works, and purchase of supplies and equipment.

Attends City Council meetings to provide Council with pertinent information in a courteous and professional manner. Advise and receive direction from the Council.

Attends other City and community meetings relevant to the development, health and welfare of the City and reflects positively for the City at any and all of these functions. Makes conscious effort to take part in all possible community events and organizations throughout the area that will benefit the City.

Coordinates and provide assistance to established City Boards, Commissions, and Committees.

Assists the Accountant in developing the annual budget. Assists in financial monitoring of revenues and expenses as necessary for the City to function within the parameters of the adopted City budget.

Administers all contracts with the City to ensure their faithful execution. Coordinates contracted services (legal/engineering) to maximize effectiveness and minimize expenses and ensures all projects are completed in a timely, efficient and professional manner.

Ensures efficient and economical purchasing of equipment, supplies and materials, property and facilities for the City.

Ensures compliance and enforcement of state, federal and local statutes as well as grant and contract provisions. Identify and aggressively pursue all appropriate grant opportunities.

Provides adequate and accurate information to news media in a professional and courteous manner to both inform the community and promote the City.

Effectively communicate with the Mayor, Council, City Employees and the general public in a professional and courteous manner.

Plans for future development of urban and non-urban areas to provide for population growth and expansion of public services.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of the individual classified in this position.

SUPERVISORY RESPONSIBILITIES

Manages all department heads who supervise all applicable employees within their Departments. Also, directly supervises all other applicable staff. Carries out supervisory responsibilities in accordance with the City's policies and procedure manual, and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and oversight of work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree and/or five to seven years related experience and/or training; or equivalent combination of education and experience.

Associate's degree (A.A.) or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS and COMMUNICATION

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak

effectively before groups of managers, City Council, other organizations, the media and the general public.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, City Council, other organizations, the media and the general public.

Ability to communicate well with department heads and all other employees of the City in a positive and respectful manner. Ability to be an effective listener and use positive reinforcement in order to motivate City Staff to do the best job possible. Ability to realize the importance of every employee in the City regardless of capacity served.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

N/A

OTHER QUALIFICATIONS

N/A

PHYSICAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The individual must maintain regular and acceptable attendance as such a level as determined at the City's sole discretion. The employee must display strong interpersonal skills, adaptability, initiative, dependability, decision-making ability, oral and written communication skills, work standards and follow up.

While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arms; climb or balance; stoop kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand and walk. The employee must regularly 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.