



City of Edgewood | 903-896-4448 | edgewoodtexas.org

Job Description / Job Analysis Form

City Administrator

Specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed within the job.

I. Job Summary

The City Administrator shall promptly and effectively execute, or cause to be executed, and carried out all duties and responsibilities delegated to the City Administrator by the City Council. The City Administrator is responsible for carrying out the day-to-day operation of the City and for overseeing the City government organization to ensure it is managed efficiently and effectively. The City Administrator leads all department heads, prepares a proposed annual budget for City Council consideration, administers municipal laws and ordinances, and coordinates City operations and programs.

II. Supervision Received

The City Administrator is appointed by majority vote of the City Council. The City Administrator receives directions from the City Council and Mayor and is responsible to and reports directly to the City Council. The City Council will enter an Employment Agreement with the City Administrator. The agreement shall be renewable every five (5) years.

III. Supervision Exercised

The City Administrator exercises full supervision and leadership over all City of Edgewood employees, including department heads, staff, and volunteers.

IV. Duties and Responsibilities:

Essential and other important responsibilities and duties may include, but are not limited to the following:

1. To devote all of the City Administrator's working time and attention to the affairs of the City and be responsible to the City Council for efficient administration of the City's affairs.
2. To see that all provisions of federal, state, and local laws, ordinances and resolutions are enforced.
3. The council and its members shall deal with the City Administrator, and neither the council nor any member thereof shall give orders to any subordinate of the city administrator either privately or publicly. Any willful violation of this provision shall constitute official misconduct.
4. To have a respect for and a solid record of protecting equal employment opportunities.
5. To plan and execute short and long range programs to assure that maximum services are provided to the citizens within the policy guidelines established by the Mayor and City Council.
6. To evaluate all City departmental activities to assure that progress and services provided to all citizens are according to established plans and within the limits of approved budgetary controls.
7. To counsel and lead all City department heads to assure that maximum productivity is gained within the limits of available resources such that economy of service(s) rendered is maintained at the level consistent with the City Council guidelines.
8. To conduct the administrative side of regular and special council meetings to provide Council Members and the Mayor with complete and accurate information on which they can make their policy decisions.
9. To appoint and remove all subordinate employees while exercising and/or to exercise supervision and control over all departments created by the City Council.
10. To work closely with department heads to assure that plans are developed and implemented for operational and capital expenditure activities that will assure ongoing provision of adequate services to the citizens.
11. To act as budget officer and, as such, to develop, prepare and submit to the City Council, prior to the beginning of each fiscal year, a budget of the proposed income and expenditures for the ensuing year, and file the budget as required by state law after approval, and to effectively manage the City's budget.
12. To accomplish purchasing of equipment, supplies and materials, property and facilities for the City.
13. To evaluate current and projected conditions within the City in order to develop and recommend to the City Council additional policies or revisions to existing policies as may be appropriate to such evaluations.

14. To provide information to news media so that citizens can be informed;
15. To consult with the City Council regarding planning and zoning to ensure that city growth activities coincide with the policies of the City.
16. To serve with a high degree of visibility in the community, both on and off the job to ensure City services are being delivered efficiently and effectively.
17. To attend all meetings of the City Council with a right to take part in the discussion, but having no vote, and to be notified of all special meetings of the City Council.
18. To see that all contracts with the City are faithfully kept and performed and, upon knowledge of any violation, to call the violation to the City Council's attention.
19. To organize, disclose and produce all reports, information, documents, tax rolls, internal administrative personnel policies and other written documents of the City's business to the City Council in a timely manner that enables the City Council to generate useful discussion, to act swiftly and make fully informed decisions that do not conflict with local, state and federal laws.
20. To provide effective leadership.
21. To serve as advocate for the City's interests as it relates to other organizations, including other cities, the East Texas Council of Governments and the State of Texas, and be willing and able to present the City's policies and interests in the state and federal legislative bodies.
22. To see that the City's mission is carried out.
23. To perform other duties as may be required by the City Council.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

V. Required Qualifications

The following knowledge, skills and abilities must be possessed, or the candidate must be able to explain and demonstrate that he/she can perform the essential job functions described herein, with or without reasonable accommodations, using another combination of knowledge, skills and ability required for this position and the omission of specific items does not exclude them from the position:

Ability to work closely as a team leader, to recognize, evaluate and adequately respond to a variety of political pressures that may become active within any situation. Ability to gather, compile, analyze and evaluate a variety of data to make sound decisions regarding that data as it applies to the provision of City services to the citizens.

Qualification	Details
Knowledge	<ol style="list-style-type: none"> 1. Modern principles, practices and techniques of city administration, organization, and operations. 2. City, county, state and federal laws and regulations pertaining to city operations, practices, and responsibilities. 3. Business English, spelling, grammar, punctuation, and composition. 4. Supervisory, management administrative methods and techniques. 5. Judicial procedures. 6. City policies, procedures, and emergency response plans, including general knowledge of department policies. 7. Equipment, materials, and supplies utilized in city services. 8. Purchasing methods and techniques. 9. City budgeting methods and procedures. 10. City records keeping and filing systems, including compliance with the Texas Public Information Act and Texas Open Records Act.
Skills	<ol style="list-style-type: none"> 1. Must be an effective communicator, oral and written 2. Must be an effective team builder 3. Must be an effective manager 4. Must be capable of participating in the community 5. Must be capable of task completion 6. Must be an effective problem solver 7. Must be a creative thinker 8. Must be service-oriented 9. Must be effective at negotiation 10. Must be effective at project management 11. Must have strong delegating skills 12. Must have skill in personnel management and safety 13. Must have experience in a general law city government
Abilities	<ol style="list-style-type: none"> 1. Prepare concise, accurate and comprehensive reports and correspondence. 2. Communicate effectively and convincingly with the public and employees. 3. Work harmoniously and cooperatively with the public, City department heads, subordinate City employees, other City Administration and City Council and other appointed officials.

	<ol style="list-style-type: none"> 4. Develop and implement sound work practices in regard to scheduling and budgeting. 5. Work under pressure, stress and public antipathy; handle verbal abuse and abusive language at times. 6. Understand, follow and deliver written and oral instructions. 7. Demonstrate well-developed personal qualities of leadership, persuasion, patience, perseverance, thoroughness, firmness, flexibility, understanding, compassion and independent decision making. 8. Assess all departmental needs and make decisions and/or recommendations relating to personnel, materials and supplies, equipment and training in accordance with established City policies. 9. Work independently with no supervision, other than by the City Council. 10. Administer City, county, state, and federal laws effectively to promote and manage City operations and public safety. 11. Analyze and understand technical information and reports and apply them to the City of Edgewood’s operations, policies and procedures. 12. Effectively motivate City personnel; recognize the lack of personnel effectiveness and bring about a positive performance and effectiveness. 13. Conduct public speaking presentations as requested or required. <p>Must possess a combination of knowledge, skills and abilities necessary to perform the duties and job functions described herein.</p>
<p>Experience and Education</p>	<p>Have a minimum of a Bachelor’s Degree in Business, Civil Government, or Government Administration. Must have at least five (5) years of progressively responsible Municipal Government experience. Being a Certified Public Manager and or being willing to acquire credentials is desired but not required. Three to five years of progressively responsible management positions in Public Administration, Business Administration or a related field. <i>The City Council reserves the right to waive any item in this section.</i></p>
<p>Organizational Abilities</p>	<p>Strong organizational skills with the ability to manage multiple tasks and prioritize effectively.</p>
<p>Attention to Detail</p>	<p>High level of attention to detail and accuracy in all tasks.</p>
<p>Other Requirements</p>	<p>The City Administrator may be required to respond to an emergency on a 24-hour per day basis. Additionally, the City Administrator is expected to respond as soon as possible to non-emergency calls from the Mayor, City</p>

	Council members, or other City representatives unless the caller states otherwise.
--	--

VI. Work Environment

- **Location:** City Hall: 107 NE Front Street
- **Hours:** Full-Time

The work environment characteristics described herein 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 City Administrator, the employee works indoors, primarily in an office environment, but may visit City departments and/or City operations that are outdoors in the course of the day-to-day operation of the City.

VII. Application Process

Formal application, rating of education, and experience; oral interview and reference check. Must successfully complete job- related tests as required, background checks, drug screen, and other processes as may be determined by the City Council.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City of Edgewood is an “at will” employer. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have been furnished a copy of this job description.

Signature

Date