



JOB DESCRIPTION

City Manager

CONCEPT

The City Manager directs and supervises the administration of all departments, offices, and agencies of the City of Archer City and is responsible to the City Council for the efficient administration of all the affairs of the municipality.

JOB KNOWLEDGE

Ultimately responsible for all activities of all employees. Submits recommendations to the City Council. The City Manager attends all meetings of the City Council, taking part in discussions but having no vote. The City Manager shall see that all laws and ordinances of the City are enforced.

Work assignments include supervision and control over all City departments. Performs tasks required to maintain administrative control of the functions of the various City departments, which include Public Safety (Police and Emergency Medical Services), Public Works (Street, Water, Wastewater, Solid Waste, Project Management), Regulatory compliance, including TCEQ (Texas Commission on Environmental Quality), and Emergency Management.

DUTIES & RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Suspend any department head or municipal officer until the City Council can act on the recommendation
- Fill budgeted positions and remove subordinate employees after consultation with the department head involved
- Exercises control over all departments, including City property maintenance, vehicle and equipment maintenance, inventory and infrastructure control, and building regulations and code enforcement
- Assures that all terms and conditions imposed in favor of the City in any public utility franchise are faithfully kept and performed, taking appropriate action to correct any violations or abuse
- Attends all meetings of the City Council, taking part in discussions and recommending Council action as appropriate



- Advises the City Council regarding the need for adoption or amendments of policies and ordinances
- Receives requests for assistance from citizens and responds appropriately
- Meets with various community organizations as a representative of the City and may be called upon to make public presentations on City matters
- Coordinates or assists in enacting the emergency operation plan of the City
- Performs related duties that may be necessary

KNOWLEDGE & ABILITIES

- Extensive, successful managerial /supervisory experience
- Knowledge of municipal organization and procedures
- Knowledge of federal, state and local laws, rules, codes and regulations concerning the operation of municipal government
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
- Knowledge of principles and practices of organization, administration, and personnel management
- Knowledge of principles and practices of budget preparation and administration
- Knowledge of principles and techniques of supervision, training, and performance evaluation
- Strong project management experience including the knowledge to work with City engineers on capital fund projects
- Working knowledge of technology to carry out job responsibilities
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Ability to effectively communicate in writing, verbally, and via digital technologies

EDUCATION, EXPERIENCE & OTHER REQUIREMENTS

- Must be a U.S. Citizen
- Must have a High School Diploma or equivalent
- Must have a Bachelor's Degree or equivalent experience
- Must have at least 3 years of supervisory or project management experience; Administrative experience preferred
- Must have a valid Texas driver's license and maintain a satisfactory driving record
- Must pass a background investigation and drug test



PHYSICAL REQUIREMENTS

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- Walking, standing, or sitting for extended periods
- Carrying, holding, or lifting equipment
- Driving to a variety of meetings
- Filing of routine reports and documents

WORK ENVIRONMENT

The position involves responsibilities in both an office environment and the field and may involve risks associated with heavy equipment and machinery. Additional responsibilities will require travel in and around the community, on job sites, and associated properties.

Note: The above statements describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required.

ACCOUNTABILITY

The City of Archer City Council