

491 Ave H • P.O. Box 378
Poteet, Texas • 78065

Phone: 830.742.3574 • Metro: 830.276.3806 • Fax: 830.742.8747

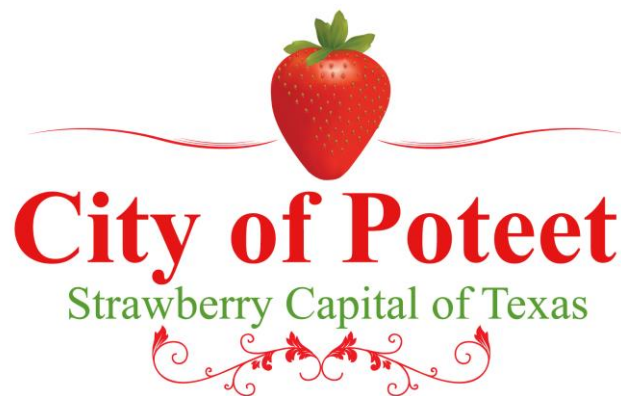
Duties and Responsibilities Of the City Administrator

SUMMARY OF POSITION:

Administers the affairs of the city effectively and in accordance with the policies of City Council, city ordinances and applicable state and federal laws and regulations. Plans, directs and provides supervision to all departments and offices of the city except as otherwise provided for by the City Council. Oversees the personnel, benefits, and risk management programs of the city. Under the general direction of the Mayor and City Council, works in conjunction with Finance Director to direct all accounting, financing, budgeting, treasury, investment and payroll functions. Manages all city purchasing. Administers zoning and subdivision ordinances. Assures that city ordinances are enforced. Sees that all terms and conditions of contracts, franchises and agreements imposed in favor of the city and/or populace are faithfully kept and performed. Responds to public inquiries and requests. Performs or supervises research assignments and special projects seen to be required and those directed by the Mayor.

EXAMPLES OF WORK TO BE PERFORMED:

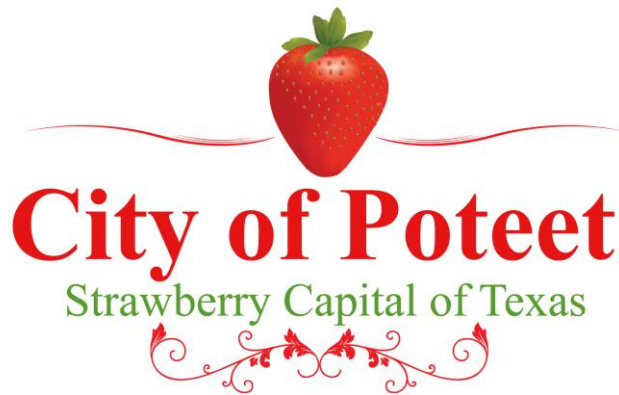
- Must have the skills and experience to lead the City of Poteet by combining vision, efficient strategy, and operational excellence together in an open, communicative style.
- Reporting to the Mayor and City Council, the City Administrator will serve the citizens of Poteet by providing executive leadership and representation on all matters concerning their city government.
- Represent and stand accountable for the leadership and management of the daily operations of the City of Poteet and will serve as a trusted advisor to the Mayor and City Council.
- The City Administrator will need to create an organizational culture that supports the appropriately free flow of information and advice between City Staff of all ranks and elected officials.
- Supervises administrative personnel.



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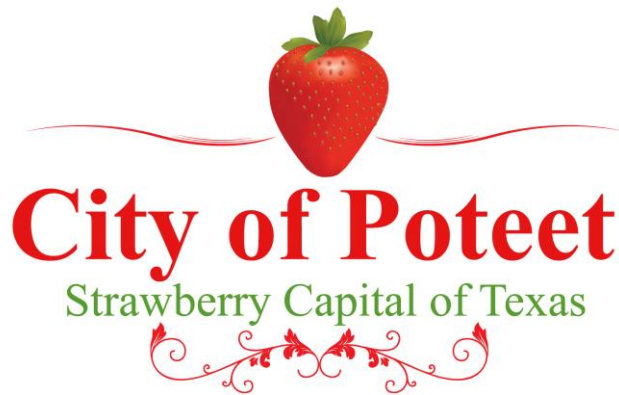
- Attends all meetings of the City Council and as requested, city committees, taking part in discussions and recommending council action as appropriate.
- Executes deeds and contracts on behalf of the city when authorized by ordinance, resolution, or motion of the City Council.
- Effectively represents positions of the city to the public and media.
- Manages day-to-day operation of human resources program including personnel policies and procedures, recruitment, testing, training, benefits, workers' compensation, compensation and classification systems, safety and risk management.
- Assures city compliance with federal, state, and local laws regarding employment.
- Recommends, plans, and implements changes in personnel policies and procedures as needed and/or as directed by council.
- Prepares and provides technical information to the City Council, Planning and Zoning Commission, Board of Adjustments, and the general public.
- Assists in the development and implementation of policies, procedures, and long-range plans for streets, building maintenance, traffic control signs and street signs plans, organizes and administers review of development proposals for conformance to city codes and ordinances.
- Required to determine if violations of city ordinances exist and consults on code enforcement matters.
- Coordinates duties with other city departments.
- Solicits bids, secures written and telephone quotation from vendors, analyzes bids and assists other staff members with bidding process.
- Provides technical assistance to various city departments in preparation of bid specifications assures that the council is kept fully advised as to the financial condition and needs of the city.
- Assures that a draft annual budget is prepared and submitted for review to the Mayor prior to its submission to the City Council.
- Assures the city operates within its budget.
- Supervises long-range budget planning.
- Formulates and directs the city's investment policies.
- Coordinates audit functions with external auditors.
- Approves all invoices presented for payment.



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- Oversees all financial functions performed internally.
- Researches and review city ordinances.
- Works with Mayor, City Secretary, and City Attorney to prepare agendas for City Council meetings.
- Assists in administering compliance with Open Records Law and Open Meetings Act.
- Administer effective and efficient management of services provided to the citizens of the City of Poteet by municipal employees.
- Plan, coordinate and direct the work of City departments through delegation of authority and accountability of Department Directors.
- Assumes the role of Chief Financial Officer and be knowledgeable of GASB accounting principles.
- Inform the City Council of the City's financial condition, administrative activities, future goals and objectives at least monthly.
- Provide direction to, and evaluate the performance of Department Directors to assure that operational and administrative functions and activities are carried out.
- Appoint and remove Department Directors and other subordinates, except as otherwise provided by Texas Local Government Code.
- Represent the city in a variety of meetings and public functions involving other elected/appointed officials, civic and community service organizations, volunteer groups, and others.
- Meet personally with or receive phone calls from citizens who desire information or have a complaint; investigate and ensure adequate responses.
- Review annual expenditure requests with Department Directors; prepare and submit recommended annual budget and program of services to City Council in accordance with applicable State laws and City Ordinances.
- Actively participates in civic activities in the community.
- Represents the city before a variety of groups in making formal or informal presentations about the city and specific city activities.
- To perform administrative functions for elected officials, appointed positions, and city employees.
- Perform other related work as provided by City Ordinance or required by the City Council.

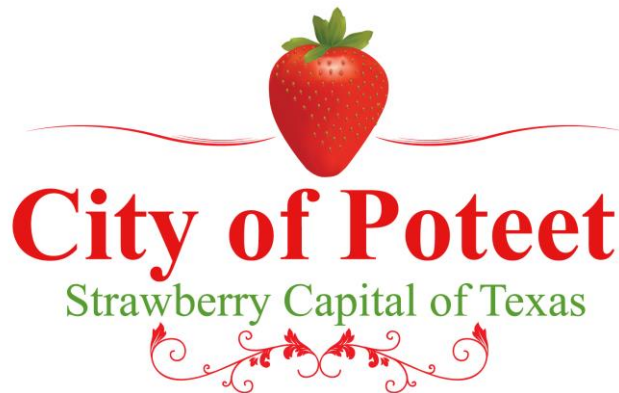


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REQUIRED EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor's degree from an accredited college or university in public administration, business administration, or a closely related field and must have a minimum of five years of progressively responsible supervisory and management experience in a municipal government administration or its equivalent.
- Residency within the City of Poteet is required within a reasonable period of time following appointment to the position but this may be waived by the City Council.
- The ability and confidence to propose visionary and innovative solutions for the City of Poteet and to execute policies strategically.
- The ability to advise the Mayor and City Council regarding both positive and negative policy implications by having the inclination to seek, analyze, and present data from a variety of sources to support multiple viewpoints and to align residents with the City's overall strategy.
- A collaborative problem solver who takes an entrepreneurial and creative approach to developing new, innovative ideas that will stretch the city and push the boundaries within Poteet; must strive to make the City of Poteet a welcoming City to all.
- Willingness to balance the desire/need for broad change with an understanding of how much change the City of Poteet is capable of handling at what pace, to create realistic goals and implementation plans that are achievable and successful.
- Extensive knowledge of municipal operations as well as the principles and practices of effective supervision and management of organizations and personnel.
- Must have excellent management skills in the areas of economic development, infrastructure planning, human relations, public works, fire, police, finance and community relations.
- Must have excellent organizational analysis, leadership and problem-solving skills.
- Must have excellent oral and written communicative skills to include English usage, spelling, grammar, punctuation and sentence structure skills.
- Must be able to work well under pressure and stress; meet deadlines; plan, organize and prioritize multiple work assignments; exercise sound judgment and make competent decisions in all matters.
- Must maintain confidentiality when required.



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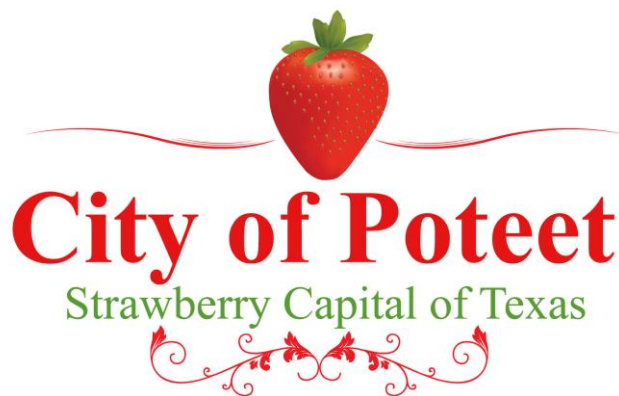
- May be required to work extensive hours including weekends and evenings, as required.
- Ability to read and interpret charts, tables, Federal or State regulations, Ordinances or Statutes, organization policies or regulations, financial data, and legal instruments.
- Ability to effectively administer Federal or State regulations, City Ordinances.
- Excellent communication skills both oral and written; ability to prepare and make various types of presentations to large groups of people.
- Ability to establish and maintain satisfactory working relationships with City Council members, Volunteer Board members, Department Directors, City employees, other government agencies, community businesses, citizen and civic groups and citizens of Poteet.
- The ability to attract and recruit top talent, motivate the team, delegate effectively, celebrate diversity within the team, and manage performance; widely viewed as a strong developer of others.
- The ability to persevere in the face of challenges, and exhibit a steadfast resolve and relentless commitment to higher standards, which commands respect from followers; they should not only motivate staff but inspire them to be passionate about their job and the customer service they provide to the department and community.
- A leader who is self-reflective and aware of their own limitations; leads by example and drives the city's performance with an attitude of continuous improvement by being open to feedback and self-improvement.

DESIRED EDUCATION, TRAINING, AND EXPERIENCE:

- A master's degree and experience as a City Administrator or an assistant City Administrator are preferred qualifications.
- At least 10 years of progressively responsible municipal government experience, including two years of experience as an Assistant Administrator or City Administrator, is preferred.
- Must have a valid Texas class "C" driver's license and safe driving record.

ESSENTIAL PHYSICAL FUNCTIONS:

1. The physical activity of this position.



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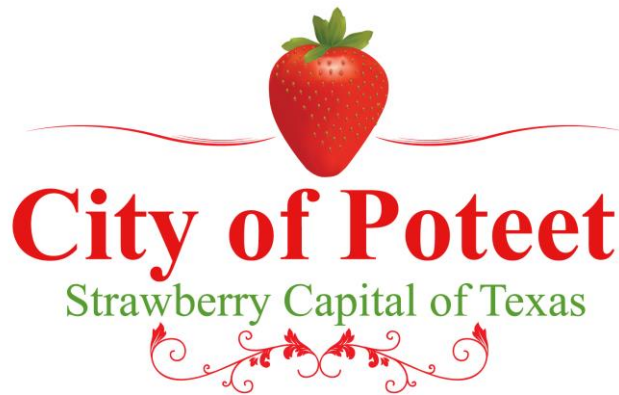
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- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Sitting. A continuous period of being seated, especially when engaged in a particular activity.

2. The physical requirements of this position.

- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

3. The visual acuity requirements including color, depth perception, and field vision.



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- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal and extensive reading.
4. The conditions the worker will be subject to in this position.
- The worker is required to function in narrow aisles or passageways.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Mayor and City Council
2. Directs: All City Personnel
3. Other: Has regular contact with general public, city employees, civic groups, other local, state and federal governments.

 Employee Signature _____
 Date

 Supervisor Signature _____
 Date

Non-Discrimination Statement "This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442, or email at program.intake@usda.gov."