



**ASSISTANT CITY ADMINISTRATOR  
JOB DESCRIPTION  
City of West Lake Hills, Texas**

<b>Job title</b>	Assistant City Administrator	<b>FLSA Classification</b>	Exempt, Salary; full-time
<b>Reports to</b>	City Administrator	<b>Date Approved</b>	10/01/2022

**GENERAL PURPOSE**

The Assistant City Administrator is responsible for the executive oversight for assigned departments and serves a key role in ensuring that all employees provide excellent customer service and responsiveness. This position functions with a high degree of autonomy and corresponding responsibility and always requires the highest ethical standards and integrity as a representative of the City's leadership team. Other duties include serving in the absence of the City Administrator and performing all other related duties assigned by the City Administrator. Exercises significant level independent judgement and decision-making authority.

**SUPERVISION RECEIVED AND EXERCISED**

- Receives general administrative direction from the City Administrator.
- Exercises direct supervision for technical and clerical staff, exempt or non-exempt employees of assigned departments, and other support staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as a member of the Leadership Team advises the City Administrator and City Council in conducting the strategic goals and initiatives of the City.
- Conducts the City Administrator's directives regarding interpretation of policies, represents the City Administrator in resolving problems and conflicts that may arise in the City and helps establish good management practices.
- Guide the operations of assigned City departments; Develops and recommends program initiatives necessary to meet the goals of the respective departments and of the City in general.
- Provides direction to City departments, offices, programs, and staff regarding how to advance the assigned outcome and its associated strategies and policies, including policy and procedure revisions.
- Provides leadership and direction in the development of short and long-range plans and projects of department activities; confers with and advises department directors in the preparation and implementation of new programs.
- Collaboratively integrates, coordinates, and recommends changes; and assists in the establishment of programs, policies, strategies, and initiatives for submission to the City Council that will aid in maintaining the financial integrity and service levels of various operations of the City.
- Manages special projects as assigned by the City Administrator including, major development and redevelopment projects, special development projects and assignments, facilities planning and implementation, process improvement and other projects assigned.
- Actively collaborates with the City's partners, Chamber of Commerce, and all businesses in the City of West Lake Hills to ensure we meet our economic development goals and community values.
- Assists with the overall preparation of the annual city budget; oversees and assists with the administration of annual budgets for reporting Department.

- Prepares agenda items for and gives presentations to the City Council and city boards by gathering and analyzing data.
- Develops and administers personnel and operational policies and procedures; provides training and direction necessary to increase the productivity and efficiency of personnel and functions.
- Represents city at regional and area meetings; attends professional development workshops to keep abreast of trends and developments.
- Acts as liaison for the City Council, as directed.
- Responds to inquiries regarding city activities and matters in order to resolve problems or complaints.
- Maintains an effective working relationship with the general public through community relations with various media--television, newspaper, schools, businesses, community, civic and neighborhood organizations/associations.
- Attends meetings of the City Council and board and commission meetings, as needed, as departmental representative; investigates and reports on matters requiring their action; and represents the city in meetings with other agencies as authorized by the City Administrator.
- Stays abreast of local, state, and federal legislative initiatives and works with department directors to analyze the effect of proposed legislation.
- Participate/assist in all emergency management activities, as assigned.
- Remains available during emergency situations as required.
- Monitors progress toward fiscal objectives and adjusts plans, as necessary.
- Perform all other duties as assigned by the City Administrator.

## **QUALIFICATIONS**

### **EDUCATION & EXPERIENCE**

- Bachelor's degree in public administration, business administration, or a related field from an accredited college or university is required. A master's degree is preferred.
- At least five (5) years of progressively responsible municipal government operations experience in a supervisory or management capacity.
- Experience serving diverse, progressive metro area communities with high customer service expectations.
- Experience planning, promoting, and simultaneously overseeing multiple capital improvement projects; ensuring that the capital projects are completed according to design, on time, under budget, and with minimum public disruption.
- Valid Texas Driver License.
- Must be bondable.

### **PREFERRED QUALIFICATIONS**

- Certified Public Manager certifications and AICP, GFOAT, and CNU-A desired.

### **KNOWLEDGE AND UNDERSTANDING**

- Knowledge of public administration principles, including the basic principles of organization, management, and resource allocation.
- Knowledge of basic laws, ordinances and regulations underlying a public sector organization, specifically city government.
- Knowledge of department policies, practices, and procedures.
- Knowledge of the principles, methods, practices, and theories associated with urban & regional planning principals, municipal budget process, water and wastewater, streets, and drainage.
- Knowledge of state and federal laws to include but not limited to land use and zoning, hotel occupancy tax, tax increment financing, debt instruments, annexation, franchises, procurement, auditing, truth-in-taxation, economic development and so forth.

- Knowledge of development agreements, strategic partnership agreements, and tax increment reinvestment zones/tax increment financing, planned unit developments, and limited purpose annexations.

### **DEMONSTRATED SKILLS**

- Building and maintaining effective working relationships with elected officials, members of public boards and commissions, other government officials, members of the media, other key stakeholders, and the general public.
- Innovating, planning, organizing, assigning, directing, and reviewing all activities of professional personnel engaged in the administration of the City services.
- Performing independent technical research and presenting findings.
- Solutions-oriented, critical thinker that uses objective analysis focusing on information free of influences from personal feelings, opinions, or biases.
- Participative, “no surprises” management style with exceptional interpersonal skills who inspires and motivates others by example.
- Communicate and demonstrate support for the City’s mission, vision, and values.
- Communicate effectively with the City’s management team, employees, City Council, volunteers, and the community.
- Work cooperatively with all employees toward the common goal of providing efficiency and high-quality services.
- Employ human relations skills in customer service, problem-solving, decision-making, and stewardship to demonstrate support for the City’s mission, vision, and values.
- Initiate action to improve City operations, employee performance, morale, and work methods.
- Create close, positive, productive, and lasting relationships with all members of the City Council.
- Proven record of skillful coaching, teambuilding, negotiation, mediation, project management, media interaction.

### **ABILITIES**

- Ability to establish and maintain effective work relationships with supervisor, co-workers, City officials and representatives of private/public entities in the community.
- Ability to research, collate and present information effectively.
- Ability to prepare effective written documentation and reports.
- Ability to coordinate complex, inter-departmental programs, and procedures.
- Ability to make effective public presentations.
- Ability to investigate, analyze and effectively resolve problems and conflicts.
- Ability to multi-task and perform with evolving priorities.
- Ability to maintain confidentiality and manage sensitive issues with discretion and sound judgment.
- Ability to discern emerging technology solutions that best fits the City’s needs and improve productivity, data-driven decision making, or improve quality of service to constituents.
- Technological and computer-literacy with proficiency in the Microsoft Office Suite of applications.

### **PHYSICAL DEMANDS**

- Sit or stand for prolonged periods answering phones, performing keyboarding, operating a computer, filing, copying, and doing other administrative work.
- Possess general manual dexterity using hands and fingers to operate computer, office machines, perform office functions, and reach items with hands and arms.
- Bend or stoop to retrieve files, lift books, or other materials weighing up to 25 pounds.
- Possess mental acuity for attention to accuracy and detail.

- See in the normal visual range with or without correction to operate vehicles and office equipment, read instructions and follow directions.

### **WORK ENVIRONMENT**

- Work in an office setting.
- Attendance is required at City Council meetings, most of which occur after regular business hours.
- Attendance is required at other public meetings such as boards and commissions as well as public information or public relations activities which could occur after regular business hours.
- Occasionally requires travel, including over-night stays for required training and conducting City business.
- May encounter occasional stressful situations.

### **OTHER**

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.
- This job description is subject to change at any time.
- This is an at-will position without a definite duration or term of office.
- The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City Secretary at (512) 327-3628.
- The City of West Lake Hills is an Equal Opportunity Employer.