



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

Job title	City Administrator	FLSA Classification	Exempt, Salary; full-time
Reports to	City Council	Date Approved	

GENERAL PURPOSE

The City Administrator is appointed by the Mayor and City Council and serves as a public administrator and as the Chief Executive Officer of the City of West Lake Hills. This position is responsible to the Mayor for the proper administration of all City affairs assigned by statute, ordinance, resolution, or direction of the City Council. This position acts as chief advisor to City Council and assists the council by implementing strategic plans, laws, ordinances, and policies. The City Administrator oversees daily operations of all City departments except the Police Department. Holds meetings with the citizens, private groups, and other members of the community. Prepares staff and City Council to respond appropriately to a variety of possible emergency situations. Exercises significant level independent judgement and decision-making authority.

SUPERVISION EXERCISED AND RECEIVED

- Reports to and works under the general supervision of the City Council and the Mayor.
- Exercises direct supervision for exempt and non-exempt employees including all Department Directors.
- Coordinates and directs the activities of the City Attorney and Municipal Judge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attend meetings of the City Council and Board of Adjustment to receive instructions, status reports and policy. Oversee agenda preparation for the above meetings and obtains approval from Mayor or Chairperson for publication. Prepare written reports on agenda items to be sent to Council before the meetings.
- Review and prepare policy and procedural proposals for adoption by the City Council.
- Ensure enforcement of ordinances, resolutions, and policies.
- Represent the City at a variety of meetings and public functions, answer inquiries from the public on a multitude of subjects.
- Oversee the preparation of operating and capital budget proposals for review and adoption by the Council and oversee execution of the budget during the year.
- Recommend capital improvement projects.
- Direct investment activities with the Finance Officer for City funds under the policies and procedures set by the City Council.
- Review results of departmental audits and ensure adequate corrective actions are initiated. Reports status to the Council; provide necessary support to the annual independent auditors.
- Prepare reports to the public, negotiate contracts and other agreements with outside agencies as requested by the Mayor; analyze contract proposals and reviews formal bids; and coordinate bid awards with the City Council.
- Review operations franchised by the City to ensure that obligations are met.
- Act as final approval authority for purchases and controls these activities; supervise annual inventory of fixed assets.

- Delegates authority for pertinent administrative tasks to various departments and resolves conflicts where appropriate. Acts as focal point for distribution of information, written or oral, to applicable staff and agency volunteers.
- Supervise the coordination of all municipal activities, interpretation of policy for staff and resolve of conflicts within City government.
- Recommends appointments of department heads, appoints administrative personnel, recommends removal, suspension, or reprimand of employees.
- Coordinates the activities of City Government with other local governmental entities.
- Performs many varied tasks as assigned by the Mayor or Council.
- Directs staff in preparation of City Council meeting agendas and follow-up actions resulting from Council meetings. Implements City Council's directives, initiatives, and policy interpretations.
- Represents the City and conducts meetings with the citizens, private groups, and other members of the community. Enthusiastically embraces the City's culture, traditions, and residents.
- Expected to be highly visible and active in the community, professionally as well as personally.
- Performs administrative tasks like budgeting, recommendations, attend council meetings, among other duties and responsibilities that the council may assign.
- High Priority Bond Proposal
- Long-term Financial Stability through Economic Development
- High Performance and Exceptional Customer Service
- Confident, accessible, approachable, and grounded servant leader that builds and maintains a diverse workforce, and close-knit, high-performance culture.
- Use independent judgement to make tough decisions or facilitate consensus.
- Address difficult situations proactively and challenges status quo.
- writing proposals for new ordinances or resolutions.
- sets goals and participates in futuristic planning that will ensure that the town infrastructure is sound and that the city finances remain in the black.
- Embrace technology by optimizing and implementing technologies that will help team members improve productivity, quality, and performance.
- increase professionalism, promote, and inspire high-performing teams.
- Unite the organization around a shared sense of purpose, teamwork by articulating expectations, delegating with clarity, and creating a culture of accountability

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 seven (7) years of progressively responsible municipal government operations experience, including three (3) or more years of experience as a city manager or assistant city manager, is required.
- Successful planning and development services experience is preferred,
- 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.

KNOWLEDGE AND UNDERSTANDING

- Knowledge of general management practices and principles including strategic planning, business acumen, and Lean methodology.

- Knowledge of municipal operations, municipal finance, and advanced budget skills services.
- Extensive knowledge of local government practices and procedures including public sector procurement procedures.
- In-depth knowledge of knowledge of planning, zoning, subdivision development, building code administration, administrative appeals, code enforcement, redevelopment, economic development, and public works.
- Knowledge of human resources policies/procedures, programs, and professional standards.
- Knowledge of local, state, and federal municipal and employment regulations.

DEMONSTRATED SKILLS

- 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 or 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.