

JOB DESCRIPTION

JOB TITLE: City Manager

CLASSIFICATION: Exempt

SUPERVISION: Works under the general direction of the City Council and Mayor

General Purpose

The City Manager serves as the Chief Administrative and Executive Officer of the City and shall be responsible to the City Council for the efficient administration of all City affairs. The City Manager assures that all laws and city ordinances are enforced; is responsible for planning, managing, and providing direction for all city operations; leads economic development efforts; drafts and implements operational policies and procedures; appoints and removes staff; manages the finances and resources of the city; and implements policy as established by the City Council.

The position, with the Economic Development Director, oversees the functions of the Oak Ridge North Economic Development Corporation (ORNEDC) and the Tax Increment Reinvestment Zone No. 1 (TIRZ), Oak Ridge North Development Authority (ORNDA) and other economic development activity.

The City operates under a Council/Manager form of government. Work is performed with general direction from City Council and from broad goals and policies as established by the City Council.

Education Requirements

Master's degree in public administration, business administration, finance or related field or any equivalent combination of training and experience preferred. Bachelor's degree required.

Experience, Training, Knowledge and Skills

- Minimum of three years of full-time experience in municipal government as a city manager, assistant city manager, or senior government administrator and familiar with managing in a small urban community environment
- Knowledge of municipal administration, organization, community development, and recreation principles
- Understanding of economic development, police, courts, public works, water and sewer operations, finance, recreation, and strategic planning
- Excellent oral and written communication skills and ability to communicate in a respectful, responsive and timely manner with coworkers, elected officials and the public by phone, email, mail and in-person
- Experience with academic or business writing including the preparation of written studies, reports, plans or policies
- Experience with financial management and budget preparation
- Ability to select, develop, organize, motivate, train, supervise, and evaluate staff
- Ability to maintain strong working relationships with local officials, boards and commissions, media, community leaders, business owners, and the general public
- Ability to execute city policies and procedures
- Ability to maintain composure in all circumstances
- Displays a helpful, servant leadership style and professional demeanor in all circumstances
- Available for meetings and emergency response, as needed, outside of normal work hours

Essential Duties and Responsibilities

- Devote all of his or her working time and attention to those affairs of the city under his or her supervision;
- See that all applicable state laws and all ordinances of the city are obeyed and enforced;
- Exercise supervision and control over all departments of the city heretofore or hereafter created by the city council;
- Exercise supervision and control over all employees and compensated municipal officers of the city other than the judge of the municipal court;
- Other than the judge of the municipal court, the appointment and supervision of which is hereby specifically reserved unto the city council, hire and discharge all employees and compensated municipal officers of the city and, in addition, promote, demote, discipline, and take any and all other personnel actions pertaining to such employees and compensated municipal officers;
- Attend all open meetings of the city council and, when requested or authorized to do so by the city council, attend executive sessions of the city council;
- See that all terms and conditions imposed in favor of the city and its inhabitants in any public utility franchise are faithfully kept and performed and, upon knowledge of any violation thereof, bring same to the attention of the city council;
- In accordance with § 102.001(b), Texas Local Government Code, prepare and submit to the city council prior to each fiscal year a budget of proposed revenues and expenditures for the ensuing fiscal year, showing in as much detail as practicable the estimated amounts of money required for the efficient operation of the city and each of its departments, and the reasons for such estimated expenditures;
- Make a full written report to the city council as soon as possible after the close of each month's accounts, or at such greater intervals as the city council may approve, showing the operations and expenditures of the city and each of its departments for the preceding month or interval, together with such other financial information and budget expenditure comparisons as the city council may request, and keep the mayor and the city council fully advised at all times as to the financial condition and needs of the city;
- Supervise the purchase of all materials, supplies, and equipment for which funds are budgeted; propose and supervise those contracts necessary for the operation and maintenance of city services; and review all bids and proposals submitted to the city and recommend to the city council those the city manager deems most advantageous to the city.
- The city manager is authorized to approve expenditures in amounts not to exceed \$10,000.00 for the purchase of goods or services, provided such expenditures are in accordance with the then approved current fiscal year budget.
- Notwithstanding the foregoing, the city manager shall be authorized to approve expenditures in excess of \$10,000.00 for scheduled debt service payments, and payments for recurring approved expenses such as utility bills, payroll, or long term established contracts.
- The city manager shall not be authorized to enter into any contractual obligation on behalf of the city, or to approve any expenditure, except as specifically provided above, it being the express intention of the city council to reserve unto itself the authority to approve expenditures beyond those that are minor in nature, or recurring. The city manager shall prepare and submit to the city council for approval such rules governing purchase procedures, as he or she shall deem necessary and appropriate.
- Recommend to the city council the salary or salary range for each position of employment with the city;

- Recommend to the city council such procedures, practices, and measures as he or she deems necessary or advisable to promote the best interests of the city and its inhabitants;
- Notify the mayor and city council members of any alleged violation by the city or any of its officers or employees of a federal, state, or city law, rule, or regulation or of any cause of action or lawsuit against the city which may subject it to any civil, criminal, or monetary liability; and
- Perform such other duties as may be prescribed by the city council not inconsistent with the laws of the state governing type A general law cities.

Working Conditions / Physical Requirements

Works in office environment; sustained posture in a seated position for prolonged periods of time. May be required to travel by auto or public transportation for training or job assessments.

Positions in this class typically require: reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.

The City of Oak Ridge North is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.