

The City of Runaway Bay is accepting applications for City Administrator.

The administrator reports to the Mayor and City Council and is responsible for all departments and personnel matters. Assist in planning, organizing, coordinating, directing and evaluating municipal activities, goals and policies. The position will require interaction with various state and federal agencies and other consultants, contractors and professionals when necessary and required. Assist in budget preparation and expenditures thereof. Attend all City Council meetings and various other department meetings. The administrator will also direct, plan and oversee infrastructure, community and development services. Serve as public relations servant to the citizens of the city and be multiple tasks oriented and a problem solver. The City of Runaway Bay is an Equal Opportunity Employer.

Please send resumes to:

City of Runaway Bay
101 Runaway Bay Drive
Runaway Bay, TX 76426
940-575-4745 Office
940-575-2563 Fax
jtucknies@runawaybaytexas.com

**CITY OF RUNAWAY BAY, TEXAS
JOB DESCRIPTION**

Position Title:	City Administrator
Division/Department:	Administration
Immediate Supervisor:	Mayor and City Council
FLSA:	Exempt
Work Site:	City Hall
Schedule:	8:30 A.M.-5:00 P.M., Monday-Thursday 8:30 A.M.-4:00 P.M. Friday Position May Require Additional Hours, Including Evenings
Positions Supervised:	Department Directors

Job Summary:

Under the general supervision of the mayor and the city council, to plan, organize and direct the overall administrative activities and operations of the city; to advise and assist the mayor and city council, to represent the city's interests with other levels and agencies of government, business interest, and the community at large; and to exercise independent judgment and initiative.

Typical Duties and Responsibilities:

- a. Administers the effective and efficient planning, implementation, coordination and management of services provided to the citizens of the City of Runaway Bay by city employees.
- b. Plans, coordinates and directs the work of city departments through delegation of authority and responsibility to department directors.
- c. Prepare the proposed annual budget for the mayor's approval and submission to the city council and keep the city council informed of the city's financial condition, administrative activities, future goals and objectives.
- d. See that all contracts with the city, including public utility franchises, are kept and performed and upon knowledge of any violation thereof, call the same to the attention of the city council.
- e. Attends regularly scheduled and special meetings and participates actively in discussion of matters coming before the city council, provides relevant information and recommends policies required in the public interest.
- f. Coordinates activities with subordinate supervisors and other departmental personnel to ensure consistency in interpretation and implementation of applicable State laws, the Code of Ordinances, and policies and procedures.
- g. Represents the city in a variety of meetings and public functions involving other elected/appointed officials, civic and community service organizations, volunteer groups

and others.

- h. Appoints or authorizes department directors to appoint and remove employees except for appointments reserved to the city council by statute or ordinance.
- i. Acts as liaison for the city council as directed. Responds to inquiries regarding city activities and matters and resolves any problems or complaints. Maintains an effective working relationship with the general public through community relations with various media-television, newspaper, schools, businesses, community and civic organizations. Assists the public with questions requiring knowledge of policies, procedures and other functions.
- j. Attends meetings of the Planning and Zoning Commission and Runaway Bay Economic Development Corporation. Assists in the planning, development and coordination of planning and zoning and economic development projects and business and commercial opportunities.
- k. Adheres to personnel, safety and other policies and procedures.
- l. Work directly with outside consultants in developing solutions to identify local service needs.
- m. Performs other related work as provided by the Code of Ordinances or as required by the city council.
- n. Meets personally with or receives phone calls from citizens who desire information or have a complaint; investigates and ensures adequate responses in relation to matters concerning the government of the City and in regard to services maintained by the public utilities in the city, and sees that all franchises, permits and privileges granted by the city are faithfully observed..
- o. Performs other duties as required or assigned.

Knowledge, Skills and Abilities:

- a. Extensive knowledge of city operations as well as the principles and practices of effective supervision or management of organizations and personnel.
- b. Must have excellent management skills in the area of administration, economic development, emergency management, finance, human resources, city services (public works), planning, public safety (police and fire) and community relations.
- c. Must have excellent organizational analysis, leadership and problem solving skills.
- d. Must have excellent oral and written communicative skills to include English usage, spelling, grammar, punctuation and sentence structure skills.

- e. Must be able to work under pressure and stress; meet deadlines; plan, organize and prioritize multiple work assignments; exercise sound judgment and make competent decisions in all matters.
- f. Must maintain confidentiality and exercise discretion in matters of sensitivity and be able to successfully interact with legal professionals as appropriate.
- g. Must work extensive hours including weekends and evenings as required.
- h. Ability to read and interpret charts, Federal or State regulations, Ordinance or Statutes, organization policies and regulations, financial data and legal instruments.
- i. Ability to effectively administer Federal or State regulations, City Ordinances, State and Local Statutes, to ensure compliance with Code of Ordinances and/or City Council approved policies.
- j. Ability to prepare and make various types of presentations to large groups of people.
- k. Ability to perform more complicated mathematics such as business math, simple algebra, simple geometry or elementary statistics.
- l. Ability to establish and maintain satisfactory working relationships with city council members, department directors, city employees, board and commission members, other government agencies, businesses, community or civic groups and citizens of Runaway Bay.

Physical Requirements:

- a. Ability to sit for extended periods of time while performing day to day duties and attending meetings.
- b. Ability to carry files, books, mail and other forms of paper documents within departmental area, other areas of city hall and areas outside of city hall.
- c. Ability to stand, push, pull and stoop while opening file drawer to place or retrieve files from filing cabinets or shelves.
- d. Ability to reach to perform activities at desk.
- e. Fine dexterity with fingers and hands required to handle items and to operate computer/typewriter/calculator.
- f. Ability to hear and talk to individuals or groups of individuals.

Environmental Conditions:

- a. Work is performed in an office setting. There are no major environmental or safety hazards.
- b. Work may be subject to time pressures, noisy and distracting environment, irregular work schedule, frequent changes to tasks, performing multiple tasks simultaneously, working closely with others as part of a team, working alone 50% or more of the time and dealing with irate people.
- c. Work may be tedious and exacting when working with financial data.

Education, Certification and Experience Requirements:

- a. Above knowledge and skill may be gained by a Bachelor's Degree in Government, Political Science, Business Administration or a related field; a Master Degree in Public Administration or a related field and ICMA certification is preferred. Must have five (5) years' experience in local government in an upper management position OR by any combination of training and experience leading to the desired level of knowledge and skill.
- b. Must have a valid Texas Drivers' License and driving record must meet or surpass guidelines as set forth by the City of Runaway Bay.

Note: The above statements are intended to 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 of personnel so classified.