

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

Under the general supervision of the mayor and the city council, the City Administrator plans, organizes and directs the overall administrative activities and operations of the city. He/She advises and assists the Mayor and City Council, representing the city's interests with other level agencies of government, business interest, and the community at large. The position requires interaction with various state and federal agencies and other consultants, contractors and professionals when necessary and required. The City Administrator attends all city council meetings and various other department meetings. The Administrator also directs, plans and oversees infrastructure, community, and development services. Serves as public relations servant to the citizens of the city. He/She plans, coordinates and directs the work of city departments through delegation of authority and responsibility to department directors. The City Administrator prepares the proposed annual budget for the mayor's approval and submission to the city council and keeps the city council informed of the city's financial condition, administrative activities, future goal and objectives. The City Administrator ensures 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. 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. The position requires an extensive knowledge of city operations as well as the principles and practices of effective supervision or management of organizations and personnel. The successful candidate must have excellent management skills in the area of administration, economic development, emergency management, finance, human resources, city services (public works,) planning and community relations. Candidates must have excellent oral and written communications skills, be multiple task oriented, and be a problem solver. These knowledges and skills can be demonstrated by a Bachelor's Degree in Government, Political Science, Business Administration or a related field; a Master's Degree in Public Administration or a related field and ICMA certification is preferred. Five years' experience in local government in an upper management position OR any combination of training and experience leading to the desired level of knowledge and skill are acceptable. The City of Runaway Bay is an Equal Opportunity Employer. Previous applicants need not reapply. Salary range; \$65,000 to \$75,000 commensurate with experience and education.

Please send resumes to:

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940-575-4745 Office  
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