

## General Information

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Job title: **City Administrator**

Job location: Balcones Heights, Texas

Requisition code:

Date posted:

Job type: Full-Time

Compensation: Salary compensation DOQ

## Job Classification

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Job Category: City Administrator/Manager

## Job Description

This position serves as the Chief Administrative Officer of the city. This position is responsible for the overall direction, coordination, and evaluation of the City and its departments. This position carries out supervisory responsibilities in accordance with City policies and applicable laws. Responsibilities include interviewing; training; planning, assigning, and directing work; evaluating performance; rewarding and disciplining; suspending; transferring; addressing complaints and resolving problems of employees. Responsibilities also include the ability to effectively recommend: hiring; promoting; demoting; and discharging employees. The City Administrator must value comprehensive planning and be willing to continue the City's master planning and capital planning process.

**First review of resumes will be after September 17, 2010.**

Characteristics of the Ideal City Administrator:

- Complete personal and professional integrity and a reputation for adhering to the highest ethical standards.
- Strong leader who is fair, outgoing, hardworking, and decisive
- Willing to make tough, even unpopular, decisions that benefit the city
- Comfortable delegating authority and responsibility to staff, as well as holding staff accountable for the highest possible performance levels
- Extensive knowledge of current trends and best practices for the City
- Reputation as open minded, forward thinking, and
- Ability to effectively advocate for the City's needs
- Understanding of the laws, rules, and regulations applicable to Texas Municipal Government
- Polished communication and presentation skills
- High level of energy and enthusiasm for accomplishing goals
- Demonstrated ability to establish and maintain effective working relationships with City employees, vendors, leaders, and the general public
- Ability to appraise situations and people accurately and quickly
- Committed to the City of Balcones Heights values
- Ability to perform well under pressure
- Ability to be politically astute without being political
- A personal awareness and commitment to available automation and technology
- Ability to establish and enforce standards and consistency throughout the City

- Ability to develop long-range strategic plans

Job requirements:

- Bachelor's degree (B. A.) in Public Administration or related field required, Masters preferred; three to five years related experience in City Administration.
- Experience in public budgeting and financing required.
- Experience with cities poised for growth and development preferred.
- Applicants should have experience in personnel management, economic development, and urban renewal.
- Demonstrated success in working well with elected officials and department heads, as well as with the private sector. The successful candidate will have demonstrated skills in conflict resolution; developing and mentoring staff in a positive work environment; establishing cooperative, productive relationships with external organizations; and maintaining effective channels of communication with the City Council and residents.
- Submit resume, salary history, and cover letter.