



REQUEST FOR QUALIFICATIONS (RFQ): CITY ADMINISTRATOR, A Full-Time, Exempt Position

*** Candidates can apply for this position through Wednesday, August 21, 2024 at 5:00P (CST) ***

The City of Woodcreek seeks an experienced professional with effective leadership, communication, and management skills to serve as the City Administrator.

JOB SUMMARY:

As Chief Administrative Officer of the City of Woodcreek, this individual acts as a central hub for communication and job management to ensure the efficient operation of City Hall. They shall carry forth the directives of the City Council in accordance with all applicable state and federal laws in addition to the City Code of Ordinances, Resolutions, and any other policy or procedures of the City.

This individual coordinates between many entities both governmental and nongovernmental and volunteers; they must be a proficient team leader, display strong conflict resolution capabilities, exhibit critical thinking skills, and always operate with impartiality and professional decorum.

In an emergency, this person will be called to serve in a leadership capacity.

REPORTING RELATIONSHIPS:

Reports to the Elected Body of the City of Woodcreek, a Type A General Law City.
Supervises the day-to-day operations of City Hall and management of all city business in coordination with other staff.

MAIN JOB TASKS and RESPONSIBILITIES:

- Directs and coordinates the administration of City business, per directives of the City Council and in accordance with all applicable laws, ordinances, policies and procedures.
- Assists in the preparation of agendas for City Council and its Advisory Bodies; Attends all City Council and Planning and Zoning Commission meetings; May attend other Advisory Board meetings upon request; May be called upon to provide information concerning City business and records; May be referred to for professional input on a variety of topics related to City projects, spending, and the management of city business and properties.
- Under the direction of the Mayor, compiles budget requests approved by City Council and oversees the forecast of funding needed for staffing, equipment, materials, and supplies; Monitors revenues and expenditures, and makes mid-year corrections regarding regular City business expenditures.
- Oversees the regular City business expenditures; Oversees the administrative tasks of City Council's approved expenditures; Works with an outside Auditor to ensure the annual financial audit is complete when presented to City Council for approval.
- Ensures the City operates within its budget and keeps the City Council advised as to the financial condition and needs of the City.
- Required to become a signatory on the City's banking and investment accounts.
- Work with City Council to develop and implement plans.
- Executes deeds and contracts on behalf of the City when authorized by a City Council Action, Ordinance, or Resolution.
- Responsible for the enforcement of the City's Code of Ordinances within City Limits and its ETJ.

- Cultivates cooperative partnerships and interlocal agreements to access resources and improve the efficiency of the City and makes recommendations to City Council.
- Represents the City in conducting business with other Local, State, and Federal officials.
- Represents the City at conferences, professional and civic organizations at the local, state and national level.
- Presents City affairs update programs to local radio, clubs and civic organizations, as requested.
- Serves the community by responding to citizen issues in person or via email or phone.
- Conducts City Staff management training to ensure high quality City services.
- Supervises City Staff, including assigning and reviewing projects, completing performance evaluations, and makes recommendations to City Council regarding the hiring, terminating, and disciplining of City Staff.
- Advises, assists and provides staff support for Boards, Commissions, Committees, and other officials as needed.
- Conveys a positive, professional image by action, communication and appearance.
- Exhibits regular, reliable and punctual attendance, which is an essential function of the job.
- Exercises independent judgment and maintains confidentiality when required.
- Assists the City's legal counsel in the City's defense against lawsuits.
- Serves as the Emergency Management Coordinator under the Mayor and the Flood Plain Administrator.
- Performs other related duties as required/assigned.

KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of City Planning and Development with Management level experience in this field.
- Knowledge of current Municipal administrative methods, procedures, organizations, and functions.
- Knowledge of federal and state laws, principles and practices of municipal administration.
- Knowledge of Municipal financial analysis and budget creation and maintenance.
- Skill in the use of computers and Microsoft Office applications.
- Experience and skill in the use of FundView Municipal Accounting and Management software.
- Skill in the supervision and management of the administrative and financial activities of Municipal government.
- Skilled in clear verbal and written communication of complex material in a professional manner.
- Ability to make independent judgments regarding appropriate responses to routine and non-routine questions or situations.
- Ability to complete detailed administrative tasks of a complex budget.
- Ability to establish and maintain an effective working relationship with all levels of management, City officials, vendors, other government agencies, other employees and the public.
- Ability to meet deadlines and perform multiple tasks under pressure.
- Ability to prepare and make effective presentations, when needed.

WORKING CONDITIONS and PHYSICAL REQUIREMENTS:

- The work environment is primarily an office setting, where noise and temperature levels are moderate.
- Attendance is mandatory at City Council meetings, most of which occur after hours.
- Work may occasionally require travel, including overnight stays, involving training and conducting City business.
- May occasionally be required to inspect outdoor sites which may require climbing and traversing rough terrain.
- The work is light to medium requiring exerting up to fifty pounds (50) to move objects.
- Must possess the physical ability to work primarily with fingers, perceive the nature of sounds, make rational decisions through sound logic and deductive processes, express or exchange ideas by the spoken word, substantial movements (motions) with the hands, wrists, and/or fingers, and discern letters or numbers at a given distance.
- Additionally, the following physical abilities are required: feeling, grasping, handling, lifting, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity and walking.

EDUCATION and EXPERIENCE:

- Bachelor's Degree in Public Administration, Business Administration, Finance or a related field. (preferred)
- Minimum of five (5) years of progressively responsible experience in municipal government management. (preferred)

CERTIFICATIONS, LICENSES and SPECIAL REQUIREMENTS:

- Certified Public Manager or International City Management Association Credentialed Manager, preferred.
- Pass a Background Check and be Bondable.
- Maintain membership in "Good Standing" with each of the following organizations:
 - TCMA, ICMA, GFOAT
- Successful completion of the following trainings within thirty (30) days of hire:
 - Public Finance Investment Act Training (10 hours)
 - Open Meetings Act Training (1 Hour)
 - Public Information Act Training (1 Hour)
- Proof of citizenship and/or eligibility to legally work in the United States.

**** Candidates can apply for this position through Wednesday, August 21, 2024 at 5:00P (CST) ****

When applying, please include a Letter of Interest, Resume and three (3) professional references.

*** Preliminary Interviews will begin the week of August 26, 2024. ***

The salary offered to a qualified candidate will reflect the candidate's experience and qualifications.

DISCLAIMER:

Nothing in this job description restricts the City Council's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the City Council's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description may be changed at any time.

The City of Woodcreek is committed to compliance with the American Disabilities Act & Amendments 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) 847-9390.

The City of Woodcreek is an Equal Opportunity Employer and values diversity in its workplace.