

**FY 2015 CITY OF ANAHUAC  
JOB DISCRPTION**

**Position:**  
City Administrator

**Department:**  
Administration

**Supervised by:**  
Mayor/City Council

**Salary Level: per Annual Budget**  
**FLSA Status: Exempt**

**Job Summary:**

Under the direction and authority of the Mayor and City Council, acts as the chief administrative officer of the City for daily operations; directs, administers and coordinates the activities and functions of the various city offices, departments and boards in implementing the requirements of city ordinances and the policies of the City Council.

**Essential Job Functions:**

*The duties listed below are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Plans, organizes and administers city government including determining number of departments and their functional responsibility, defining authority of staff, determining staffing levels and salaries, allocation resources and the coordinating activities among the various departments.
- Assures the development of short and long term plans to meet the goals and objectives of the City; directs the development of City operations and presents policy recommendations to the City Council regarding all aspects of City programs and services; implements the policies established by the City Council.
- Oversees preparation of the City's annual operating budget and to prepare the tax levy ordinance (30.18 (C)); establishes administrative objectives of the budget and identifies budgetary constraints; evaluates budget proposals submitted by department heads; develops final budget recommendations for consideration by the Mayor and City Council, and makes oral presentations at budget hearings regarding specific budget proposals
- Assures efficient and responsible City operations by providing managerial leadership and direction; direction includes delegating authority , assigning and reviewing work, providing assistance, evaluating performance, administering discipline and at the authorization of City Council to hire and determine compensation and the discharging of all employees (30.17 (A))

*C. Anderson*  
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- Will review all proposed contracts and by the direction of City Council may enter into a signed contract; ensures all terms of contract are fully performed. (30.18 (A 1,2))
- Ensures current accounts showing the fiscal condition and oversees the collection and proper displacement of funds (30.18 (D))
- Assures a current inventory is recorded and is responsible for the care and custody all property, equipment, buildings (30.18 (E))
- Assures all publications of notices, ordinances or other documents required by law are published; shall prepare all notices, ballots and election supplies necessary for Elections for the City Secretary; all municipal records are kept and maintained; will ensure all certifications of records are properly prepared and presented. (30.19 (A,B,C,D))
- Will perform in the absence of the City's Collector and Comptroller. (30.20)
- Custodian of a complete set of maps and plats showing the location of all city utilities, property, streets, public places, etc. (30.21)

**Minimum Job Requirements:**

The position requires a Bachelor's Degree in public or business administration or related field and at least seven years of increasingly more responsible management experience in a city manager, assistant city manager or other senior municipal management position. . Applicants must possess a current valid driver's license with an acceptable driving record. Thorough knowledge of principles and practices of local government administration with a sound understanding of Texas law. municipal and fiscal accounting principles, practices and procedures; municipal organizations and department operations. Previous experience in Public Works including public utilities, contract management, project management and construction.

**Physical Requirements:**

Work for this position is performed primarily in an office or conference environment, which may be crowded and noisy requiring the ability to clearly hear and accurately discern verbal communications in a crowded noisy work environment. The physical dexterity and ability to use various types of office equipment including calculator, copier, fax machine, computer, printer, etc is required. Public presentations of complex and sometimes controversial information are required. Frequent evening and occasional weekend meetings are required. The work is

detailed and technical, requiring close attention and may require extended periods of sitting and using a computer. The position is subject to potential conflict and/or hostility from the public therefore effective interpersonal skills and the ability to speak and hear are required.

The position often transitions from indoors to outdoors in all weather conditions. Due to the size and various levels within the physical plant, the ability to climb stairs and agility are required. The ability to carry up to 25 lbs and lift up to 50 lbs is required. A limited amount of crawling and climbing is required.

*This job description does not constitute an employment contract and is subject to change as the needs of the City of Anahuac and the requirements of the job change. Regular and consistent attendance, productive work effort, efficient use and care of equipment and resources, situational awareness, positive attitude and demeanor, willing cooperation with supervision and instructions, initiative, responsiveness, courtesy, and a demonstrated commitment to public service and quality workmanship are conditions of continuing employment.*

Approved by City Council on: Oct. 14, 2014

City Administrator: *Debi Sharf 10/21/2014*

Mayor: \_\_\_\_\_

Employee Acknowledgement/Date:  
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