JOB OVERVIEW

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<th>City Administrator</th>
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<td>Department</td>
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<td>Location</td>
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<td>FLSA Category</td>
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<td>Pay Range</td>
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GENERAL JOB DESCRIPTION

To oversee all city operations. Supervises all department heads and directors, including assigning and reviewing work, completing performance reviews, and executing personnel actions such as hiring, firing, promoting, and disciplining employees. Advises City Council on city activities and policy issues. Manages economic development functions and works closely with the EDC. Prepares and manages annual city budget. Develops and reviews city and department policies and procedures. Communicates and negotiates with developers, community groups, committees, and the public, including interpreting city policies and regulations. Ensures city compliance with state, federal, and local statutes, and regulations, as well as with grant and contractual provisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

Reports to City Council.

Manages city employees including assigning and reviewing work, completing performance reviews, and executing personnel actions such as hiring, firing, promoting, and disciplining employees.

Attends and participates in City Council, EDC, Planning and Zoning, and other required meetings.

Assesses community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively and efficiently.

Directs development and implementation of initiatives for service quality improvement.
Provides day-to-day leadership and works with the city’s management team to ensure a high performance, service-oriented work environment consistent with sound management principles.

Works closely with the City Council and a variety of public, private and community organizations, and citizens’ groups in developing and implementing programs to achieve city priorities and solve community problems.

Directs and coordinates preparation of analyses and recommendations on public policy issues and on long-range plans for city services.

Develops and coordinates proposals for action on current and future city needs.

Represents the city and works closely with appointed boards, committees, and public and private officials to achieve planned action and results.

Interprets City Council instructions and requests.

Makes interpretations of city ordinances, codes, and applicable laws and regulations to ensure compliance.

Directs and oversees the preparation of a wide variety of reports and presentations for the City Council, citizen committees, and outside agencies.

Participates in regional, state, and national meetings and conferences to stay abreast of trends and technology related to municipal programs and operations. Is knowledgeable regarding legislation and its effect on City operations.

Reports to the Council the condition of all city equipment, buildings and facilities, and real estate; makes recommendations regarding repairs, replacement, or improvements.

Makes recommendations to the Council on policies and procedures for the efficient business-like operations of the city.

Serves as liaison with County, State, and Federal officials, and other agencies.

Routinely evaluates the city’s infrastructure and recommends to the City Council the priority of programs or projects involving public works, public improvements, public safety, etc.

Works closely with department heads to ensure employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.

Perform all other duties as assigned by the Mayor and Council.
EDUCATION & EXPERIENCE

Bachelor’s degree with major coursework in construction management, public administration, or related field or equivalency, while a master’s degree is preferred.

Five (5) years of related municipal management experience, or an equivalent combination of education, training, and experience.

An equivalent combination of education and experience sufficient to successfully perform the essential functions of the job will be considered when hiring for this role.

LICENSES & CERTIFICATES

Certified Public Manager

Possession of a valid driver’s license.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

Operational characteristics, services, and activities of a Metroplex city providing a variety of services to the community.

Modern principles and practices of city government public administration.

Methods and techniques of conducting research.

Principles of business letter writing and basic report preparation.

Principles and procedures of financial record keeping and reporting.

Principles of municipal finance, budget preparation, and control.

Principles of lead supervision and training.

Operations, services, and activities of a comprehensive municipal economic and community development program.

Principles and practices of program development and administration.

Methods and techniques of statistical data collection and analysis.

Principles and practices of negotiation of sensitive issues related to economic and community development.

Office equipment including computers and supporting word processing and spreadsheet applications.

Pertinent federal, state, and local laws, codes, and regulations.
Skill in:

Organization and time management.

Strategic and critical thinking.

Problem solving and decision making.

Media relations and communication strategy.

Ability to:

Communicate clearly and effectively, both orally and in writing.

Create productive and responsive relationships with the extensive contacts in the City’s business, non-profit and community sectors.

Organize, set, and achieve objectives while dealing with high-stress situations and short timelines.

Effectively manage staff and direct reports.

Prepare clear and concisely oral and written reports.

Manage several tasks and objectives at the same time under pressure.

Lead, plan, and review work of administrative support staff.

Develop, monitor, and control budgets.

Analyze a variety of budgetary, organizational, and procedural problems and recommend solutions.

Compile, organize and present information in a clear and logical manner.

Interpret and explain City policies and procedures.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.
The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.