

CITY ADMINISTRATOR

City of Highland Haven

Salary Range

\$75,000 - \$85,000

Description

The City of Highland Haven is a small Type A General Law City with 3 employees and approximately 400 homes. The residents here are a mixture of full-time and weekend homes. We are situated along the North Shores of Lake LBJ in the beautiful Hill County of Texas.

The City Administrator shall be the Chief Administrative Officer of the City, responsible directly to the Mayor and Board of Aldermen for the proper administration of the business affairs of the City, pursuant to, and subject to the limitations set forth in the statutes of the State and the ordinances of the City, and resolutions, board motions and directives of the Board of Aldermen, with power and duties as follows:

1. General Duties

- a. Carry out directives of the Mayor and Board of Aldermen which require administrative implementation, reporting promptly to the Mayor and Board of Aldermen any difficulties encountered.
- b. Be responsible for the administration of all day-to-day operations of the City government including the monitoring of all City ordinances, resolutions, council meeting minutes and state statutes.
- c. Prepare a plan of administration, including an organizational chart, which defines authority and responsibilities for the at will positions of the City; and submit to the Board of Aldermen for adoption as the official organization and administrative procedure for the City.
- d. Be responsible for the administration of the City Water Department and Solid Waste services.
- e. Establish, when necessary, administrative procedures to increase the effectiveness and efficiency of City government according to current practices in local government, not inconsistent with the directives of the Mayor and Board of Aldermen.
- f. Attend, as a nonvoting staff member, all boards, commissions, and committees of the City.
- g. Keep informed, under the guidance of the City Attorney, with concerning current Federal and State legislation and administrative rules that may impact or affect the City and submit appropriate reports and recommendations on those matters to the Board of Aldermen.
- h. Keep informed concerning the availability of Federal or State funds for local programs. Upon authorization by the Board of Aldermen, assist in obtaining these funds.
- i. Represent the Mayor and Board of Aldermen in matters involving legislative and intergovernmental affairs when authorized by the Mayor and Board of Aldermen.
- j. Act as public information officer for the City with the responsibility of assuring that the news media are kept informed about the operations of the City and that all open meeting rules and regulations are followed.

- k. Establish and maintain procedures to facilitate communications between citizens and City government to assure that complaints, grievances, recommendations, and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved.
- l. Promote the economic well-being and growth of the City through public and private sector cooperation.

2. Responsibilities to the Board of Aldermen.

- a. Attend all meetings of the Board of Aldermen, unless excused by the Mayor or by majority vote of the Board of Aldermen, assisting the Mayor and the Board of Aldermen as required in the performance of their duties.
- b. In coordination with the Mayor, the Board of Aldermen, and the City Secretary, ensure that appropriate notices and agendas are prepared for all meetings of the Board of Aldermen, all Board of Aldermen Committees and all other appropriate committees and commissions of the City, together with such supporting material as may be required; with nothing in this subsection being construed as to give the Administrator authority to limit or in any way prevent matters from being considered by the Board of Aldermen or any of its committees and commissions. All such notices and agendas shall comply with the Open Meetings Act.
- c. Assist the City Attorney in the preparation of ordinances and resolutions as requested by the Mayor or the Board of Aldermen, or as needed.
- d. Keep the Mayor and Board of Aldermen regularly informed about the activities of the Administrator's office by oral or written reports at regular and special meetings of the Board of Aldermen.
- e. Receive directives from the Mayor in the event that action normally requiring Board of Aldermen approval is necessary in emergency situations at a time when the Board of Aldermen cannot meet.

3. Personnel

- a. Be responsible for the administrative direction and coordination of all employees of the City according to the established personnel policy and accompanying procedures.
- b. Recommend to the Mayor the appointment, promotion, suspension, or termination of any at will and non-paid employees or volunteers of the City.
- c. Evaluate in conjunction with the Mayor, the performance of all employees on an annual basis and ensure the Board of Aldermen are regularly apprised of employee performance.
- d. Serve as the Personnel Director of the City with responsibilities to establish and maintain complete and current personnel records, including specific job descriptions, for all City employees; recommend salary and wage scales for City Employees; recruit and evaluate applicants for City positions; enforce high standards of performance by City employees; assure that City employees have proper working conditions; administer the grievance procedures of the City; work closely with department heads to resolve promptly personnel or grievances.

4. Budgeting and Purchasing

- a. Undertake, together with the Mayor, the preparation of the preliminary annual budget. Ensure that all notices are posted and published properly, including all official notices required, of the undertaking the approval of the annual City budget. Facilitate and ensure that the City budget proceedings are undertaken in accordance with guidelines as may be provided by the Board of Aldermen and in coordination with the Mayor, City Secretary, and pursuant to State statutes, for review and approval by the Mayor and the Board of Aldermen.
- b. Administer the budget as adopted by the Board of Aldermen.
- c. Report regularly to the Mayor and Board of Aldermen on the current fiscal position of the City.
- d. Serve as the purchasing agent for the City, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the Board of Aldermen and any limitation contained in the Statue Statutes.
- e. Identify and pursue additional revenue streams for the city, including but not limited to grants.

5. Elections

- a. Work with the City Secretary and the City Attorney to properly notice, call and conduct the regular annual election and any special elections as may be decided by the Board of Aldermen.
- b. Coordinate with City Secretary to ensure all notices are posted and all contracts and ordinances are drafted and reviewed by the City Attorney throughout the election process and all subsequent postings established by State statutes are complied with.

6. Applications and Permits.

- a. Handle all permit applications and any required procedures set forth in state law with regard to any building occurring within the City limits.
- b. Work with individuals who wish to undertake the development process consistent with state law