



## City of Prairie View – Job Description

**JOB TITLE: City Manager**

**FLSA STATUS: Exempt**

**REPORTS TO: City of Prairie View City Council**

### **GENERAL DESCRIPTION OF WORK:**

Working under the direction of the City Council, the City Manager is responsible for the City's overall management and administration, and serves as the chief administrative and executive officer. The general functions of this position include assisting City Council with the development of city policies, and carrying out policies established by ordinances, resolutions, and City Council directives. Exercising supervision over the City's general affairs and all departments, employees, contractors, and agents with the exception of the City Attorney and Municipal Judges. Planning, organizing, directing, and monitoring City operations, activities, and budgets. Providing the tools, training, and resources for the effective running of city services and delivery of effective customer service.

### **ESSENTIAL FUNCTIONS:**

To perform this job successfully, an individual must be able to perform each of the following essential functions:

- Plan, organize, control, direct, and supervise City-wide operations, activities, programs, and services.
- Appoint, direct, supervise, and provide for the continuing development of City employees with the exception of the City Attorney and the Municipal Judges. Provide discipline, when necessary, including suspension and termination.
- Appoint, direct, supervise, and, when necessary, remove contractors and agents.
- Authorize any employee who is subject to the City Manager's direction and supervision to exercise supervisory powers with respect to subordinates in that employee's department, office, or agency.

- Direct and supervise the administration of all departments, offices, and agencies of the City, except as otherwise provided in the City's Charter, and ensure all City services are delivered effectively and efficiently.
- Attend all City Council meetings, except when excused by the Mayor or Mayor Pro-tem, and take part in City Council discussions but may not vote.
- Review all items on the City Council agendas to ensure all relevant material is present and ensure all matters are properly presented.
- Ensure all laws, provisions of the City Charter and acts of the City Council, subject to enforcement by the City Manager or those subject to the City Manager's direction and supervision, are executed.
- Research all needed information and data, and develop reports for City Council concerning the operations of the City departments, offices, and agencies subject to the City Manager's supervision.
- Provide leadership and direction in the development of short and long-range plans, and make recommendations to the City Council concerning the current and future affairs of the City.
- Provide professional advice to the City Council and staff.
- Prepare and submit a preliminary annual City budget, administer the adopted budget of the City, ensure the budget is maintained, and keep the City Council fully advised as to the financial condition and future needs of the City.
- Monitor and analyze City operations, activities, programs, and services for financial effectiveness and operational efficiency, while meeting the needs of the community.
- Execute, on behalf of the City, standard form documents, including but not limited to deeds, releases of liens, rental agreements, easements, right-of-way agreements, joint-use agreements, and other similar documents using the conditions within the City's Charter.
- Maintain contemporary knowledge of laws, codes, ordinances, regulations, and pending legislation related to the operations and activities of the City.
- Develop and implement policies and procedures to ensure the continued efficiency and effectiveness of the City, as well as meet any and all City Charter and legislation requirements.
- Coordinate and direct communications and relations with the general public, including presentations to councils, boards, commissions, civic groups, and the general public.
- Foster positive relations with community stakeholders, including businesses, residents, and community organizations.
- Perform other duties as are specified by the City's Charter or required by the City Council.

#### **QUALIFICATIONS:**

- A bachelor's degree in public administration, business administration, or a related field. A master's degree is preferred.
- A Certified Public Manager designation is preferred.

- Minimum of 5 years of municipal experience, including experience in an administrative capacity and work with financial and budgetary planning and management.
- Class C driver's license.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable local, state, and federal standards, codes, ordinances, regulations, policies, procedures, and laws regarding the operations and activities of a Texas city.
- Knowledge of the principles, practices, procedures, and techniques involved in the development and implementation of City programs, services, plans, projects, systems, strategies, budgets, goals, and objectives.
- Knowledge of generally accepted accounting, auditing, budgeting, and purchasing principals, practices, and processes.
- Knowledge of the principles and effective practices of public administration and supervision of staff.
- Excellent research and writing skills.
- Exceptional oral communications skills, including the ability to speak effectively in small groups and before large audiences at public meetings.
- Ability to interpret, apply, and explain rules, regulations, codes, ordinances, policies, and procedures.
- Ability to work collaboratively with staff, City Council, and stakeholders.
- Ability to multitask, establish priorities, and remain organized while responding to a variety of issues under stringent deadlines.
- Strong interpersonal skills and the ability to maintain positive relations and direct communication with staff, City Council, and stakeholders.
- Ability to analyze situations accurately and adopt effective courses of action.
- Knowledge of the Texas Public Open Meetings Act and the Texas Public Information Act.
- Ability to perform duties effectively and efficiently with an emphasis on quality, accuracy and timeliness.
- Ability to exercise sound judgment and discretion.
- Understanding of the importance of confidentiality and the ability to maintain the confidence of City Council.
- Able to qualify for a Texas class C drivers license.
- Able to travel to and attend meetings.
- Ability to read and comprehend job-related documents and publications.
- Ability to participate and be effective in verbal conversations over the telephone, by Zoom, and in person (including large and small groups).
- Ability to use a computer and learn the computer systems used by the City.
- Ability to work independently and be self-motivated.
- Ability to be organized, dependable, and consistent.

**PHYSICAL REQUIREMENTS:**

The essential functions of this position require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, sloped surfaces, and walk up and down a flight of stairs; to lift and/or carry weights up to 50 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information. Ability to express or exchange ideas by means of the spoken word to impart oral information and to convey detailed spoken instructions accurately, loudly, or quickly. The ability to hear, understand, and distinguish speech and/or other sounds (e.g., machinery alarms, medical codes or alarms) in person, via phone, or via computer-aided communications. Clarity of vision, including peripheral vision, at 20 feet or more. Ability to qualify for a Texas class C driver's license. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**WORK ENVIRONMENT:**

Work is performed indoors in office settings, as well as outdoors in all weather conditions. This position is expected to work immediately before, during, or after an emergency or disaster. Working alone or in large or small groups. Travel may be necessary locally, regionally, or throughout the state of Texas. May be exposed to noise, dust, inclement weather, and potentially hostile environments. May be required to work irregular hours, including weekends, holidays, and evenings.

\*Supersedes all previous JDs

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