

## CITY MANAGER

### JOB SUMMARY:

The City Manager shall be the Chief Administrative Officer of the City and shall be responsible to the Council for the proper administration of all affairs of the City and the following:

- Carries out the policies and programs determined by the elected City Council.
- Ensures development and execution of the municipality's strategic plan and annual budget.
- Ensures City government operations and functions; effectively serves the needs of Kirby residents and other stakeholders, while complying with applicable laws and regulations.
- Plans, organizes, controls, integrates and evaluates the work of all City departments to ensure that operations and services comply with the policies and direction set by the City Council and with all applicable laws and regulations.
- With the City's management team, develops and recommends adoption of the annual budget and other business, infrastructure and resource plans; directs the development of the capital improvement plan budget for approval by the Council; monitors the implementation of adopted budgets.
- Establishes performance requirements and personal development targets.
- Regularly monitors performance and provides coaching for performance improvement and development.
- Provides leadership and works with the management team to develop and retain highly competent, public-service oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission, operating plans and objectives.
- Assesses community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high-quality municipal services.
- Works closely with the City Council, 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.
- Represents the City and works closely with appointed boards, commissions, committees, and public and private officials to achieve planned action and results.
- Develops Council meeting agenda with Mayor and City Secretary.

- Attends and participates in all City Council meetings.
- Interprets City Council instructions and requests.
- Makes interpretations of City ordinances, codes and applicable laws and regulations to ensure compliance.
- Oversees the preparation of press releases and materials for dissemination to the media and the public; maintains effective relationships with the media.
- Directs and oversees the creation and maintenance of comprehensive, effective human resource management programs, policies and systems consistent with the City Council's guidance.
- Participates in regional, state and national meetings and conferences to stay abreast of trends and technology related to municipal programs and operations.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.
- Performs related duties and fulfills responsibilities as required by the City Council.

**QUALIFICATIONS:**

- Bachelor's degree in government, political science, public or business administration. Master's degree preferred.
- Minimum of at least five years of progressively responsible management experience in municipal administration.
- Comprehensive knowledge of the principals and practices of municipal government management.
- Prior experience in a growth community with a diverse population and with proven economic development success.
- Grant writing experience required.
- Certified Public Manager (CPM) preferred. CPM required to be completed within two years of employment.
- Successfully complete background and credit check. Ability to be bonded.
- Have and maintain an acceptable driving record and Texas Class C Operator's License.
- Would consider moving into the City of Kirby.