

Job Posting: City Manager

Location: City of Taft, Texas

Position Type: Full-time or Part-time, Exempt

Application Deadline: Open until filled

Reporting To: City Council

Job Summary:

The City of Taft is seeking a dedicated and strategic City Manager who will serve under the broad direction of the City Council as the Administrative Officer of the city. The ideal candidate will be responsible for planning, organizing, coordinating, directing, and evaluating the municipal activities, goals, and policies of Taft. This pivotal role includes preparing annual budgets, advising the City Council on financial conditions, and acting as a liaison among the governing body, municipal employees, and the public.

Key Responsibilities:

- Appoint or remove city officers or employees (excluding those appointed by the City Council or specified by ordinance).
- Prepare the annual budget for approval and manage its administration post-adoption.
- Provide recommendations and advisories on the city's administrative activities and financial health to the City Council.
- Attend all City Council meetings and act as a liaison between the City Council, city employees, and residents.
- Supervise and provide guidance to department heads and coordinate special projects.
- Perform additional duties as assigned by the City Council.

Education and Experience:

- Bachelor's degree in Business Administration, Public Administration, or a related field required.
- Preference for candidates holding or pursuing a Master's degree in the same fields.
- Extensive experience in city management, particularly in an administrative or managerial capacity.

Skills and Abilities:

- Knowledge of public personnel and finance administration.
- Proficiency in writing clear and concise reports, memos, directives, and letters.
- Strong interpersonal skills to engage with the public and handle complaints tactfully.
- Demonstrated ability to establish and maintain effective working relationships with various stakeholders.

Supervisory Responsibilities:

- Oversees all city departments and their employees.

Working Conditions:

- Physical ability to lift and move items weighing up to 50 pounds.

Other Requirements:

- Must be bondable.

Equal Opportunity Employer: The City of Taft is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other legally protected characteristics.

Application Process: Interested candidates are encouraged to submit their resume, cover letter, and three professional references to the Taft City Council. Applications will be reviewed on a rolling basis until the position is filled.

Interested candidates can apply by submitting their resume, cover letter, and three professional references via the following platforms:

1. **TML Website:** Visit the Texas Municipal League's City Careers page at <https://www.tml.org/9/City-Careers> and follow the instructions for submission under the City of Taft's City Manager posting.

2. **Mail:** Send your application materials to:

Human Resources

Ref. City Manager

PO Box 416

Taft, TX 78390

3. **In-Person Drop-off:** Deliver your application materials to:

Taft City Hall

230 Green Ave

Taft, TX 78390

Please ensure all application materials are comprehensive and submitted by the closing date to be considered for this opportunity. We look forward to your application and potentially welcoming you to our team at the City of Taft!

Join us in shaping the future of Taft! Apply today!