

**CITY OF TAFT, TEXAS
JOB DESCRIPTION**

JOB TITLE: City Manager
FLSA: Exempt
REPORTS TO: City Council
DATE: [Insert Date]

JOB SUMMARY:

Under the general direction of the City Council, the City Manager serves as the chief administrative officer of the City of Taft. The City Manager is responsible for the effective planning, organization, coordination, direction, and evaluation of all municipal operations and activities, consistent with the ordinances of the City of Taft and applicable Texas laws. The role involves executing policies set by the City Council and ensuring the efficient and ethical operation of the city government. The City Manager performs related duties as required.

DUTIES & RESPONSIBILITIES:

1. **Administrative Leadership:**
Appoints, supervises, and removes all officers and employees of the City except those positions appointed by the City Council or as provided by ordinance. Ensures that all city operations comply with applicable laws, regulations, and ordinances.
2. **Budget Preparation and Management:**
Prepares and submits the annual budget for City Council approval and administers the budget after adoption. Monitors and controls expenditures to ensure fiscal responsibility.
3. **Advisory Role:**
Advises the City Council on the financial status, administrative activities, and future needs of the City. Provides recommendations to the City Council to promote the best interests of the City and its residents.
4. **Council and Public Liaison:**
Attends all City Council meetings and serves as the primary liaison between the City Council, city staff, and the public. Facilitates communication and cooperation among all stakeholders.
5. **Departmental Oversight:**
Provides supervision, guidance, and policy interpretation to department heads. Collaborates with department heads in planning and implementing special projects and initiatives.
6. **Compliance and Enforcement:**
Ensures that city operations adhere to the ordinances of the City of Taft, including zoning, land use, and public safety regulations. Works with legal counsel to address any compliance issues.

7. Other Duties:

Performs other duties as assigned by the City Council to meet the needs of the City.

EDUCATION & EXPERIENCE:

- Bachelor's Degree in Business Administration, Public Administration, or a related field is required. A Master's Degree in Public Administration or a related field is preferred.
 - Extensive experience in city management, with significant experience in an administrative or managerial role, preferably within a Texas Type A General Law City.
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KNOWLEDGE, SKILLS & ABILITIES:

- **Knowledge of Local Government:**
Thorough understanding of the principles and practices of municipal government, including public personnel and finance administration, with a strong focus on Texas laws governing Type A General Law Cities.
 - **Communication Skills:**
Ability to prepare clear and concise reports, memoranda, directives, and correspondence. Strong public speaking skills to effectively communicate with the City Council, employees, and the public.
 - **Interpersonal Skills:**
Ability to establish and maintain effective working relationships with the City Council, department heads, city employees, and the community.
 - **Problem-Solving:**
Skill in analyzing complex problems, evaluating alternatives, and implementing effective solutions.
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SUPERVISORY RESPONSIBILITIES:

- Directs and oversees all city departments and their respective employees, ensuring that all operations align with the City's goals and legal requirements.
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WORKING CONDITIONS:

- May require lifting and moving equipment and other items weighing up to 50 pounds.
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TRAVEL REQUIREMENTS:

- Occasional travel may be required for training, conferences, and meetings relevant to city management.
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SPECIAL LICENSES AND OTHER REQUIREMENTS:

- Must be bondable in accordance with Texas law and city ordinance requirements.