

**Job Title:** City Administrator

**Reports To:** The Mayor and City Council

**Job Summary:** The Mayor and City Council for the City of Emory are seeking applicants for the position of City Administrator. The City Administrator oversees the day-to-day operations ensuring effective administration of city policies, ordinances, and compliance with federal and state laws, manages municipal departments, and seeks to improve the quality of life for Emory residents. This position requires a leader who can address the needs of a smaller community while fostering long-term growth, promoting economic development, and ensuring fiscal responsibility.

**Job Qualifications and Education:**

- Bachelor's degree in Public Administration, Business Administration, or a related field. A master's degree is desired but not required.
- Being a Certified Public Manager and or a Credentialed Manager is desired but not required.
- Three to five years of progressively responsible positions in public administration.

**Essential Duties and Responsibilities:**

- Lead and manage all city departments including administration, police department, municipal court, public works, and water and sewer.
- Collaborate with department heads on strategic planning and operational matters.
- Enforce employment policies and procedures concerning city personnel.
- Prepare the annual budget in partnership with the Finance Director and present it to the City Council.
- Direct all accounting, financing, budgeting, treasury, investment, and payroll functions in coordination with the Finance Director.
- Oversee city purchasing activities.
- Administer permits, certificates of occupancy, zoning, subdivision ordinances, and other city regulations.
- Consult with city attorneys, engineers, and accountants as necessary.
- Direct internal city operations while fostering relationships with external stakeholders.
- Maintain an "open door" policy for citizens through various communication channels.
- Promote and support local businesses.
- Effectively respond to and resolve inquiries and concerns from vendors, customers, departments, citizens, and the public.
- Attend meetings, including City Council, EDC Board, Commissioners Court, TxDOT, and other organizations representing the city's interests.
- Prepare and present agenda items to the council as needed.
- Manage and oversee complex projects involving multiple stakeholders.
- Negotiate contracts, agreements, and memorandums of understanding as directed.
- Make organizational recommendations to enhance the efficiency and effectiveness of city services.
- Build consensus around short- and long-term goals.
- Maintain accurate records and files.

**Skills and Knowledge:**

- In-depth knowledge of pertinent state, federal, and local government laws, regulations, and operational practices.
- Proficient in governmental accounting, finance, budget preparation, treasury functions, purchasing, and municipal operations.
- Experience in guiding economic and community development initiatives.
- Strong administrative background with excellent writing and communication skills.
- Proficient in Microsoft Office Suite; Word, Excel, PowerPoint a plus if familiar with CenterPoint Fund Accounting software.
- Understanding of the importance of historic preservation, environmental sustainability, and quality of life issues.
- Ability to create an environment that attracts and retains citizens and businesses.
- Expertise in conflict management and resolution.
- Highly collaborative, organized, and detail-oriented.
- Capability to understand and adhere to oral and written policies, procedures, instructions, ordinances, and laws.

**Salary and Benefits:**

- Exempt salary - \$90,000 - \$115,000
- Employer paid TML health insurance, HRA, dental insurance, vision insurance and basic life insurance.
- TMRS retirement with a 2:1 city match plus supplemental death benefit.

The Mayor and City Council of the City of Emory reserve the right to choose whom they deem to be the most qualified candidate to fill the open position of City Administrator based upon abilities and characteristics they feel will most fit the needs of the City and the citizens of Emory. This position shall remain open until filled.