



Job Description – City Manager

Job Title:	City Manager	Department:	City Manager
Group:	City Manager	FSLA Status	Exempt
Minimum Salary:	Open	Position Type:	Full-Time
Reports To:	City Council	Directs:	Department Directors, Administrative Assistant

Applications Accepted By:

E-MAIL: HumanResources@palestine-tx.org Subject Line: Attention: Human Resources/City Manager	MAIL OR IN PERSON: (MONDAY- FRIDAY; 8:00AM – 5:00PM) City of Palestine Human Resources 504 North Queen Palestine, Texas 75801 (903)731-8421
---	--

Job Description

OBJECTIVE

The City Manager is appointed by and reports to the City Council. Under administrative direction, plans, manages, supervises, and administers all operations of the City of Palestine in accordance with policies set by the City Council. Recommends, develops, identifies, presents, and implements changes to existing policies. Supervises and directs staff, departments, offices, and resources to achieve strategic goals and objectives.

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

ESSENTIAL JOB FUNCTIONS

- Provides direct oversight of all City departments, including the appointment and removal of employees and other personnel actions. Establishes personnel policies and procedure guidelines for City operations.
- In collaboration with the Mayor and City Council, creates and leads the implementation of goals and objectives for the City. Delegates to department directors the responsibility for attaining their portion of the City's goals and objectives and ensures integrity and innovation as critical organizational values.
- Represents the City Council in the enforcement of all obligations in favor of the City and its residents that are imposed by law, or under the terms of any public utility franchise.
- Contracts for and purchases, or issues purchase authorizations for supplies, materials, and equipment for City departments, offices, and agencies; contracts for, or authorizes contracts for,



Job Description – City Manager

services to be rendered to the City or for the construction of City improvements.

- Advises the City Council and makes recommendations as to the financial condition and future needs of the City. Ensures accountability by providing regular reports to the City Council regarding key issues and actions taken.
- Ensures the financial integrity of the City through budget development, monitoring, regular reporting on the financial condition of the City and effective management of its fiscal resources. Administers City budget after adoption by the City Council.
- Establishes and develops viable relationships and partnerships with members of various community interest groups, neighborhood organizations, the media, the business community and other service and governmental agencies to foster a sense of cooperation and collaboration within the community.
- Develops standards and reviews the performance of departments; reviews departmental performance in obtaining stated goals and objectives.
- Approves establishment of programs/policies that will aid in maintaining the financial integrity and service levels of various City Departments.
- Represents the City at various conferences, community events, and special programs.
- Attends meetings of the City Council and serves as the City representative on designated Boards and Commissions.
- Knowledge of management principles and practices.
- Knowledge of public administration principles and practices.
- Knowledge of budget process for large organizations.
- Ability to direct the activities of managerial and professional employees.
- Ability to develop and implement administrative plans, policies, and procedures.
- Ability to develop evaluation standards.
- Ability to prepare detailed narrative and statistical reports and recommendations.
- Performs other duties as assigned or required.

SUPERVISORY RESPONSIBILITIES

City Manager Administrative Assistant, City Secretary, Community Services Director, Development Services Director, Palestine Economic Development Director, Fire Chief, Human Resources Director, Library Director, Chief of Police, and Public Works Director.

OTHER IMPORTANT JOB FUNCTIONS

- Will be required to work hours outside of a traditional work week/schedule.



Job Description – City Manager

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to communicate effectively both orally and in writing with individuals and groups.
- Skill in operating a computer utilizing a variety of software applications.
- Skill in the operation of an automatic transmission automobile.
- Operates an automobile in the performance of essential job functions.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

These knowledge, skills, and abilities are usually, although not always, acquired through completion of a Bachelor's degree in Business Administration, Public Administration, or a related field, and five (5) to seven (7) years of progressively responsible experience in municipal and/or other government administration, or in the private industry. Equivalent combinations of education and experience will be considered.

- Must have and maintain a valid Texas Driver's License.

PREFERRED CERTIFICATIONS AND LICENSE QUALIFICATIONS

Master's degree in Business Administration, Public Administration, or a related field. Seven (7) to ten (10) years of progressively responsible experience in executive leadership in municipal or other government administration, or in the private industry.

- Certified Public Manager (CPM) certification or
- International City/Council Management Association (ICMA) certification.

CONDITIONS OF EMPLOYMENT

- Must pass a pre-employment drug screen and background check. Must have and maintain a satisfactory driving record.
- Must be a resident of the City of Palestine within ninety (90) days of appointment unless otherwise specifically excused by the Council. Must maintain residency for the duration of employment in this position.

ADDITIONAL INFORMATION

Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e. writing "see resume" is not sufficient).



Job Description – City Manager

Reviewed By:	City Council	Date:	
Approved By:	City Council	Date:	
Last Updated By:	City Council	Date:	
Received By:		Date:	