

Spearman, Texas City Manager Position

The **City of Spearman** is seeking a collaborative, servant leader with strong character and a desire to build both external and internal relationships to effectively serve as its City Manager. The City of Spearman is a General Law City (Council/Manager Form of Government) located approximately 90 minutes northeast of the City of Amarillo. The City of Spearman is seeking a City Manager to be the City's chief administrative officer responsible for planning, managing operations, and leading a skilled city employee workforce. The City Manager will manage an annual City budget of approximately \$4.8 million and deliver exceptional City services to the 3,171 residents. The City Manager will work intimately with the City Council to create policies and goals to provide for the necessary programs and services of the community.

The City Manager's daily responsibilities include implementing and accessing City programs and operations and identifying needed improvements, enhancements, modifications, resources and expansions to better serve the City. The City Manager will lead a City staff of 26 in managing day-to-day operations, overseeing special projects and administering various grant projects. The ideal candidate will demonstrate an aptitude for leadership, build consensus and possess a broad knowledge of municipal operations. The ideal candidate will be a results-oriented, team-builder with strong customer service, communication, and the ability to work with a variety of personalities

This position requires a bachelor's degree from an accredited college or university in public administration, political science, business administration, or a related field as well as a minimum of two years of experience in an executive or management level municipal position. Ideally, candidates will have at least five years of experience as a city manager, deputy city manager, or assistant city manager. Candidates must also have or be able to obtain a Texas driver's license and must be bondable. An equivalent combination of education and experience sufficient to perform the responsibilities of the position may be considered.

The City of Spearman is offering a competitive salary and benefits package for this position dependent upon experience and qualifications. The Panhandle Regional Planning Council has been contracted to assist the City with this search. A full job description can be found at <http://theprpc.org/city-of-Spearman-CityManager.pdf> and city description at <http://theprpc.org/Spearman-CityDescription.pdf>. To apply for this position, send a cover letter, resume with references, salary history, and requirements to Alex Guerrero, LGS Manager, Panhandle Regional Planning Council, 415 SW 8th, Amarillo, Texas 79105 or email the full document package directly to aguerrero@theprpc.org. Address questions to Alex Guerrero at 806-372-3381 or email at aguerrero@theprpc.org. Deadline: Until the position is filled.

The City of Spearman is an Equal Opportunity Employer and values diversity at all levels of its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

CITY OF SPEARMAN CITY MANAGER JOB DESCRIPTION

TITLE: **City Manager**

FLSA: **Exempt**

Base Compensation Range: **\$70,000-\$80,000 Annually + Benefits**

SUMMARY OF POSITION/DUTIES

Summary: Serves as the Chief Administrative Officer for the City and manages and directs the organization toward primary objectives under the ordinances, policies, and direction established by the City Council.

Organizational Relationships:

Reports to: City Council

Directs: All City staff

Other: Has regular contact with the general public, elected officials, city employees and representatives from other localities. Monitors City projects, grants, procurements, etc.

SUMMARY OF JOB DUTIES:

This position holds job duties that are tied to the traditional role of City Manager.

City Management

- ✓ Serves as Chief Administrator and Executive Officer of the City
- ✓ Supervises and coordinates activities of all City Departments
- ✓ Prepares annual City budget and presents it to City Council
- ✓ Ensures that all laws and City Ordinances are enforced
- ✓ Follows City Council guidelines and instructions within the law
- ✓ Advises the City Council on the financial condition of the City and pending needs
- ✓ Maintains a visible and active profile in the community
- ✓ Maintains and handles sensitive information in a prudent and professional manner
- ✓ Represents the City with citizens, local business & partners, and the public
- ✓ Interprets and applies federal, state, and local laws and regulations
- ✓ Participates in local, regional, and state-level networking opportunities
- ✓ Develops, implements, and maintains a long-range plan, goals, objectives, and policies for the City subject to approval by the City Council
- ✓ Serves as a resource to City Council, department personnel, City staff, outside organizations, and the public
- ✓ Appoints and removes department heads and subordinate officers or employees of the City
- ✓ Recommends ordinances, resolutions, contracts, and other procedural items to the Council
- ✓ Sees that all City Ordinances are faithfully performed and enforced
- ✓ Monitors payment of all funds to ensure items fall within procurement & budget standards
- ✓ Oversees the adequacy and soundness of the City's financial structure
- ✓ Prepares general correspondence, reports, agreements, and studies
- ✓ Responsible for agendas and supporting material for City Council, boards, and committees

- ✓ Responsible to the City Council for the proper administration of all City affairs and responsibilities that may be assigned by the Council
- ✓ Establishes and maintains an effective system of communication throughout the City
- ✓ Continues professional development to maintain and enhance job performance
- ✓ Responds to media inquiries, City Council concerns, and community needs
- ✓ Prepares policy and procedural proposals review and approval by the City Council
- ✓ Attends all meetings of the City Council and participates as appropriate
- ✓ Responsible for maintaining and operating the City in a prudent and professional manner
- ✓ Performs all other duties as required

MINIMUM QUALIFICATIONS:

Background:

- ✓ Bachelor's Degree in Public Administration, Political Science, Business Administration or Management, or related field is required.
- ✓ Equivalent experience may be considered in lieu of educational attainment
- ✓ Knowledge of municipal government functions including accounting, budgeting, public safety, water and wastewater, streets, recreation, utilities, aviation, governmental rules and regulations, and other areas related to governmental functions
- ✓ Knowledge of ethical considerations in local government
- ✓ Two to four years' experience in executive or management level municipal position or equivalent

Abilities:

- ✓ Knowledge of effective speaking practices
- ✓ Knowledge of federal, state, and local governing laws and statutes
- ✓ Time management
- ✓ Problem solving
- ✓ Public relations
- ✓ Long range planning
- ✓ Data analysis
- ✓ Budgetary skills
- ✓ Employee management
- ✓ Program and policy evaluation
- ✓ Demonstrated computer skills
- ✓ Public speaking
- ✓ Strong writing skills
- ✓ Ability to lift up to 25 pounds
- ✓ Solve practical problems with a variety of variables
- ✓ Work with mathematical concepts such as probability, statistical inference, and geometry
- ✓ Read, analyze, and interpret documents and governmental regulations

CERTIFICATES AND LICENSES REQUIRED

- ✓ Texas Class C Driver's License

How to Apply

Qualified applicants may send resume with references, salary history and requirements to Alex Guerrero, LGS Manager, Panhandle Regional Planning Commission, 415 SW 8th, Amarillo, Texas 79101 or email

at aguerrero@theprpc.org. Address questions to Alex Guerrero at 806-372-3381 or email at aguerrero@theprpc.org. Deadline: Until position is filled.