

Clarendon, Texas City Administrator Position

The **City of Clarendon** 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 Administrator. The City of Clarendon is a Type A General Law City governed by a Mayor and a City Council comprised of five aldermen, who employ a city administrator to oversee the day to day functions of the city located approximately 60 minutes east of the City of Amarillo. The City of Clarendon is seeking a City Administrator to be the City's chief administrative officer responsible for planning, managing operations, and leading a skilled city employee workforce. The City Administrator will manage an annual City budget of approximately \$2 million and deliver exceptional City services to the approximately 2,026 residents. The City Administrator 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 Administrator'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 Administrator will lead a City staff of 35 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 three years of experience as a city administrator/manager, deputy city administrator/manager, or assistant city administrator/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 Clarendon is offering a salary range of \$70,000 to \$80,000 along with competitive benefits including; retirement, insurance, city supplied vehicle and moving allowance 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-Clarendon-CityAdministrator.pdf> and city description at <http://theprpc.org/Clarendon-CityDescription.pdf>. To apply for this position, send a cover letter, resume with references, salary history, and requirements to Alex Guerrero, LGS Director, 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 Clarendon 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 CLARENDON JOB DESCRIPTION

TITLE: CITY ADMINISTRATOR

FLSA: EXEMPT

COMPETITIVE SALARY: \$70,000 - \$80,000 BASED ON QUALIFICATIONS

BENEFITS: RETIREMENT, INSURANCE, CITY SUPPLIED VEHICLE AND MOVING ALLOWANCE

Section 1: The position of City Administrator is hereby established and he shall be the Chief Administrative Officer of the municipality. He shall be chosen by the City Council solely on the basis of his training, experience and administrative qualifications. The City Administrator shall be appointed for an indefinite period by a majority of the City Council, The City Administrator shall reside in the city limits of the City of Clarendon and may be removed at the will of the City Council. The City Administrator shall be under contract with the city and such provisions and establishments of office will be covered in detail in said document. The City administrator shall serve as the city's public works superintendent and assume all duties as documented in this ordinance.

Section 2: The duties and responsibilities of the City Administrator shall be:

1. Subject to City Council regulations and applicable laws, the City Administrator shall control and direct the administration of municipal affairs.
2. The City Administrator shall see that all laws, ordinances and resolutions of the City are enforced.
3. The City Administrator shall supervise the activities of all municipal department heads and personnel of the City in the administration of municipal policy with authority to effectively extend or terminate their employment.
4. The City Administrator shall attend and participate in all meetings of the City Council. He shall be responsible for the preparation of the City Council Agenda and recommend to the City Council such measures, as he may deem necessary for the welfare of the citizens and the efficient administration of the City. He may attend, at his discretion or at the direction of the City Council, other committee and commission meetings.
5. The City Administrator shall prepare an annual fiscal budget and capital improvement plan for the City Council. He shall recommend all salaries for each employee upon evaluation of the employee and it shall be the duty of the governing body to approve all recommendations. He shall maintain financial guidelines for the municipality within the scope of the approved budget and capital program. He shall submit reports to the City Council on the financial condition of municipal accounts and make sure the annual financial statement is prepared in accordance with Texas Statutes.
6. The City Administrator shall handle all personnel matters for the City in conjunction with policy established by the City Council. He shall negotiate or delegate the negotiation of terms and conditions of employee labor contracts for presentation to the City Council.

7. The City Administrator shall represent the City at official functions as directed by the City Council and maintain good public relations with the citizens of the community.
8. The City Administrator shall act as purchasing agent for the City and be responsible in making all purchases in accordance with the approved municipal budget and state laws. He shall have the authority to sign purchase orders for routine services, equipment and supplies for which the cost does not exceed one thousand dollars (\$1,000.00). All claims resulting from orders placed by the City Administrator shall be audited for payment by the City Council. He shall negotiate contracts for any kind of merchandise, materials, equipment or construction work for presentation to the City Council and shall give opportunity for competition on purchases and sales unless the nature of the sale or purchase is impossible.
9. The City Administrator shall coordinate municipal programs and activities as directed by the City Council. He shall monitor all consultant and contract work performed for the City. He shall coordinate the activities of the City Attorney.
10. The City Administrator shall be informed regarding federal, state and county programs, which affect the municipality. He shall consult with officials of both public and private agencies as may be required.
11. The City Administrator shall inform the City Council on matters dealing with the administration of the City and prepare and submit to the City Council for adoption an administrative code encompassing the details of administrative procedure.
12. The City Administrator shall now act as the superintendent of the city and shall plan, direct, manage and oversee the Public Works Department which includes engineering, street construction and maintenance, parks, water/wastewater management, permits, inspection and all facility and equipment maintenance. The Administrator shall evaluate and update existing construction codes; read and interpret plans and technical documents; advise architects, designers, builders and owners on code and procedural issues. A Class C Water and Wastewater license required within 1 year of employment. Responsible for completing and submitting any required forms or certifications to regulatory agencies concerning water/wastewater operations.
13. Administrator shall receive such compensation, as the governing body shall fix from time to time.

Section 3: The City Administrator must have considerable knowledge of municipal government operation, proper procedures, public relations, finances, purchasing and all administrative requirements for proper municipal operation, construction and maintenance methods as well as fleet maintenance and operations methods. He must have knowledge of or ability to acquire full knowledge of all laws affecting the municipality. He must have the ability to provide harmonious relations with municipal employees and the general public. He must have the ability to plan development, to collect material and analyze for reporting and to conduct and implement standards of procedure, operation and organization.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of the personnel so classified. The Job Description does not constitute an employment agreement between the City of Clarendon and the employee. This position is subject to change by the employer as the needs of the employer and requirements of the job change.