

## Silverton, Texas City Administrator Position

The **City of Silverton** 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 Silverton 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 45 miles northeast of Plainview, Texas on State Highway 86, near Caprock Canyons State Park and Lake Mackenzie and about 60 minutes southeast of the City of Amarillo. The City of Silverton 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 deliver exceptional City services to the approximately 620 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 and manage 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 one year of experience in an executive or management level municipal position. Ideally, candidates will have at least four years of experience in local government administration and/or a combination of the two. 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 Silverton is offering a salary range of \$40,000 to \$52,500 along with competitive benefits including; retirement, paid employee health insurance, vacation and sick days accrued separately. The Panhandle Regional Planning Commission has been contracted to assist the City with this search. A full job description can be found at <http://theprpc.org/city-of-Silverton-CityAdministrator.pdf>. To apply for this position, send a cover letter, resume with references and salary history 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](mailto:aguerrero@theprpc.org). Address questions to Alex Guerrero at 806-372-3381 or email at [aguerrero@theprpc.org](mailto:aguerrero@theprpc.org). Deadline: Until the position is filled.

The City of Silverton 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.

## **Job Description: Silverton City Administrator**

**EEOC CATEGORY:** Professional

**FLSA:** Exempt

**Pay Type:** Salaried

**Salary Range:** \$40,000 - \$52,500 Annual Salary (Negotiable)

**Benefits:** Paid Employee Health Insurance, Texas Municipal Retirement System Included, 10 Vacation Days Per Year, 12 Days of Sick Leave Per Year and 11 Paid Holidays

### **SUMMARY OF POSITION**

Oversees the day-to-day activities of the City of Silverton based on the ordinances and policies established by the City Council. Responsible for the routine oversight of all staff included on the City of Silverton payroll in order to meet the needs of citizens. Work involves communication with local businesses and government institutions to continue the economic development of the Silverton community and provide advanced opportunities to the residents of the City. On behalf of the Mayor, oversees the day-to-day operation of each of the City's departments including: Public Works, Finance, Sanitation, Administration, and any other departmental designation assigned by the Mayor. The City Administrator shall be responsible for the regular oversight and implementation of all of the City's special projects.

### **ORGANIZATIONAL RELATIONSHIPS**

1. **Reports to:** Silverton Mayor
2. **Oversees:** All City Staff
3. **Other:** Has regular contact with the general public, elected officials, city employees and representatives from other localities. Monitors City projects, grants, & procurements

### **ESSENTIAL DUTIES**

- Serves as direct representative of the Mayor in all activities of the City.
- Ensures that all State and Federal Laws and City ordinances are enforced.
- Implements the policies and ordinances of the City of Silverton.
- Represents the City with citizens, the community, the public, and external organizations.
- Performs other such related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

#### *Communication Skills:*

Ability to read, analyze, and interpret general business and government reports, correspondence, and technical procedures.

Ability to effectively present information and respond to questions from groups of citizens, individual citizens, and the general public.

Ability to prepare written communication documents including letters, agendas, and other routine documents.

Bilingual communication skills, in both spoken and written word, are preferred.

#### *Mathematical Skills:*

Ability to analyze and develop comprehensive budgets using spreadsheet software.

Ability to perform basic finance and accounting functions.

*Computer Skills:*

Ability to operate Microsoft Office programs including Word and Excel.

Ability to operate Quickbooks.

*Physical Demands & Work Environment:*

Ability to lift 45 pounds & willingness to physically assist in public works projects.

Ability and willingness to participate in office, outdoor, and industrial work environments.

**This position will occasionally be required to participate in extensive manual labor**

*Knowledge of:*

Local, state and federal laws and regulations relevant to all city program areas; principles and practices of public administration, local government management, community development, and other community services.

Texas Open Meetings and Open Records Requirements

*Management Skills:*

Ability to manage multiple employees with widely varying skill sets and responsibilities.

Ability to manage multiple projects and tasks at the same time – “multi-tasking”.

Ability and willingness to take guidance and direction from the Mayor.

Ability to ensure local activities stay within annual budget constraints.

The Silverton City Administrator is required to live in the City of Silverton or Extraterritorial Jurisdiction.

**ACCEPTABLE EXPERIENCE AND TRAINING**

Four years of experience in local government administration or related field (and/or) Bachelor's Degree in Public Administration, Political Science, Business Administration or Management and one year of relevant job experience.

**CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

Capacity to obtain a Class D and C Water Operator License within 2 years of employment.

Capacity to obtain a Class II Sewer Operator License within 2 years of employment.