

Wellington, Texas
City Manager Position

The City of Wellington, Texas is seeking to fill the position of City Manager. Wellington is a General Law Type A City with 12-15 full time employees. Located 100 miles southeast of Amarillo, the City is home to approximately 2,100 residents.

The City Manager is responsible for planning and managing all municipal functions of the City in accordance with the policies established by the City Council. A more detailed job description may be obtained by contacting Wellington City Hall at (806) 447-2544.

This position requires a bachelor's degree in public or business administration or related field and preferably experience as a city manager or assistant city manager. An equivalent combination of education, experience and knowledge sufficient to perform the responsibilities of the position will be considered.

To apply for this position send a cover letter and a resume to Max Seymour, LGS Program Specialist, Panhandle Regional Planning Commission, 415 SW 8th, Amarillo, Texas 79105 or email the full document package directly to mseymour@theprpc.org Address questions to Max Seymour at 806-372-3381 or email at mseymour@theprpc.org.

The City of Wellington is an Equal Opportunity Employer.

**JOB DESCRIPTION
CITY OF
WELLINGTON**

City Manager

Reports To:	City Council	FLSA Status:	Exempt
Pay Type:	Salaried	Salary Range:	\$

Job Summary:

Manages and directs the day-to-day activities of the City of Wellington based on the ordinances and policies established by the City Council. Responsible for the managerial oversight of all department heads and subordinate staff included on the City of Wellington payroll in order to meet the needs of the citizens of the City. Work involves planning, coordinating and directing all aspects of City operations; formulating ordinances/regulations; developing City budget and controlling expenditures; and providing information and assistance to the general public. Oversees the operation of each of the City's departments including: Police, Fire, Public Works/Parks and Administration, and any other departmental designation agreed upon by the City Council. The City Manager shall be responsible for the oversight and implementation of all of the City's special projects including grant implementation. Work shall include serving as a representative of the City of Wellington on City, County, Regional and State Boards and professional organizations that directly benefit the City of Wellington. Ongoing professional development in the areas of public administration and management are expected. The City Manager will provide the leadership to fulfill the City's mission statement and core values of the City of Wellington.

Essential Job Functions:

- 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
- Monitors payment of all funds to ensure items fall within procurement & budget standards
- 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

Required Education, Certificates, and/or Licenses:

- Bachelor's Degree in Public Administration, Political Science, Business Administration or Management, or related field is required
- 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
- Experience in executive or management level municipal position or equivalent
- Master's degree in Public Administration or Business Administration preferred
- Certified Public Manager preferred

Knowledge, and Skills:

Knowledge of federal, state and local laws; knowledge of General Law municipalities in the State of Texas; ability to establish and maintain effective working relationships with employees, other local, state and federal agencies and the general public to promoting and maintaining an excellent quality of life for the community.

- 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
- 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

(Mental and physical demands described 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 meet these demands.)