

CITY OF ITALY, TEXAS
ORDINANCE NO. 2024-0227-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ITALY, TEXAS AMENDING THE CITY OF ITALY CODE OF ORDINANCES CHAPTER 1, GENERAL PROVISIONS, ARTICLE 1.02, ADMINISTRATION, ADDING DIVISION 3, PERSONNEL, TO FORMALLY ESTABLISH THE POSITION OF CITY ADMINISTRATOR AND ESTABLISH THE DUTIES THEREFOR, AND TO SECTION 1.02.036, TO FORMALLY ESTABLISH THE POSITION OF CITY SECRETARY, AS WELL AS ESTABLISH THE DUTIES FOR THE SAME; PROVIDING FOR REPEALING, SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE.

WHEREAS, the City of Italy, Texas is a Type A, General Law Municipality, created under the authority of Chapter 6 of the Texas Local Government Code; and

WHEREAS, the City Council of the City of Italy is required by law to have the City Office of City Secretary and having previously created such office, desires to codify the same, and

WHEREAS, the City permitted to create additional municipal officers as they see fit and prescribe the powers and duties of such new officers; and

WHEREAS, the City Council of the City of Italy, Texas ("City Council"), has investigated and determined that it will be advantageous and beneficial to the City of Italy and its citizens to formally establish the duties of the City Secretary, consistent with Chapter 22, Sections 22.071-074 of the Texas Local Government Code, by establish their duties in accordance with those sections and codifying the same; and

WHEREAS, the City Council has also investigated and determined that it will be advantageous and beneficial to the City of Italy and its citizens to formally establish the duties of the City Administrator as authorized by Chapter 22, Sections 22.071-.072 of the Texas Local

Government Code, likewise amending its Code of Ordinances to include this position as well of City Secretary, as provided by Section 22.071-.074, Texas Local Government Code.

WHEREAS, The City Council desires to amend City Code to formalize these position, as follows:

“§1.02.036.- §1.02.039 (Reserved).”

Division 3 Personnel

§1.02.040. City Administrator

The Office of City Administrator is hereby created.

Sec. 1.02.041 Appointment

- a. The City Administrator shall be appointed by a majority vote of the city council. The City Administrator serves as the chief administrative officer of the city and shall be responsible to the city council for the efficient administration of all city affairs, implementing policy established by the city council and assuring all laws and city ordinances are enforced. The City Council may by ordinance delegate to the City Administrator any additional powers or duties it considers proper for the efficient administration of City affairs.
- b. The term of the office may be for an indefinite period. At the time of appointment, the City Administrator need not be a resident of the city or the state, nor shall the City Administrator need to be a resident of the city during tenure of office. Any qualified person that is presently a department head may also be nominated to hold the position of City Administration.

Sec. 1.02.042— Qualifications

(1).The City Administrator shall be chosen by the City Council solely on the basis of executive and administrative qualifications, with special reference to actual experience in or knowledge of accepted practice in respect to the duties of the office hereinafter set forth.

(2). No member of the City Council nor the Mayor shall be appointed to the office during his or her term or within one year after the expiration of the term.

Sec. 1.02.043— Term; Suspension or Removal

The City Administrator serves at the will of the city council. The action of the City Council in suspending or removing the City Administrator shall be final, it being the intention of this Ordinance to vest all authority and responsibility for such suspension or removal in the city council. The personnel policies of the city shall apply to the City Administrator.

Sec. 1.02.044— Compensation

The City Administrator shall receive such compensation as the City Council shall authorize from time to time and the position shall be identified in the annual city budget.

Sec. 1.02.045— Absence or Disability

During the absence or disability of the City Administrator, the city council may designate a properly qualified person to perform the duties of said office.

Sec. 1.02.046— Bond

As permitted by Texas Local Government Code §22.072, the City Administrator shall execute a bond conditioned that he/she will faithfully perform the duties of City Administrator. The amount of such bond shall be \$5,000 and shall be furnished by the City.

Sec. 1.02.047— Power and Duties

The City Administrator shall be responsible to the City Council for the proper administration of the affairs of the city in substantially similar form as the attached job description which may be updated from time-to-time, and shall have the power and duty to:

- (1) Ensure all state laws, city ordinances, city policies, city rules and city regulations are effectively enforced;
- (2) Prepare and submit to the City Council the annual budget and capital program, working with the Mayor as the budget officer, and administer the budget as adopted by the City Council;
- (3) Submit to the City Council a monthly budget summary and keep the City Council advised on the financial condition and future needs of the city and make recommendations as may seem advisable;
- (4) Prepare and submit to the City Council at the end of the fiscal year, a complete report on the finances of the city for the preceding year and cooperate with the auditor during the annual audit;
- (5) Prepare and recommend items for inclusion in the official agenda of all City Council meetings and meetings of the boards and commissions;
- (6) Supervise all city programs;
- (7) Make reports as the city council may require concerning the operation of the city departments, offices and agencies under his/her supervision;
- (8) Direct all city departments and oversee planning and budgeting;
- (9) Efficiently administer the business of the city;
- (10) Perform such other duties as may be required of him/her by the mayor and city council not inconsistent with the laws of the state governing general-law cities;
- (11) Advise the city council and the standing boards/commissions/committees on procedures and provide interpretation of governing rules, regulations, and ordinances;

(12) Attend all city council meetings and take part in the discussion of city business;

(13) Recommend to the city council for adoption such measures as they may deem necessary or expedient; to execute deeds, deeds of trust, easements, releases, contracts, and all other legal instruments on behalf of the City when authorized by ordinance or resolution of the city council, and approved as to form by the city attorney;

(14) Except as set forth in this paragraph, the City Administrator shall be responsible for the appointment and removal of all employees. Except for the city attorney, prosecutor and municipal judge, it shall be the duty of the City Administrator to manage, supervise, appoint, remove, promote, demote, suspend, or dismiss all officers and employees of the city; however for the removal of an employee who is an "officer", as officers are determined in accordance with Chapter 22 of the Texas Local Government Code, the City Administrator may recommend removal of the officer to the city council and removal must be approved by a vote of two-thirds of the members of the city council. Each department head shall report directly to the City Administrator. All employee matters shall be handled in accordance with the personnel policy. If an employee or officer has a contract with the city that contradicts with this section, the contract shall control. Each department head shall report directly to the City Administrator;

(15) Update, in consultation with the city attorney, and make readily available the city's personnel manual. The City Administrator will regularly submit additions, deletions and changes to the manual in order to keep the personnel manual current and relevant for the effective day-to-day operation of the city;

(16) The City Council hereby confers upon the City Administrator authority to contract for expenditures of the city, without further approval from the city council, for all budgeted items not exceeding the sum of \$5,000.00.

(a) All purchases, contracts for purchases and contracts for professional services which require competitive bids or competitive sealed proposals shall require approval by the city council. Any contract, contract amendment or change order in excess of the City Administrator's authority shall require approval of the city council.

(b) In case of accident, disaster or other circumstances creating a public emergency, the City Administrator may award contracts and make purchases for the purpose of meeting the emergency, but shall file promptly with the city council a certificate showing the emergency and necessity for the action, together with an itemized account of all expenditures; and

(17) Advise the city council on personnel system improvements as needed.

Secs. 1.02.047-49 (Reserved)

§1.02.050. City Secretary

CITY ADMINISTRATOR & CITY SECRETARY POSITIONS

There shall be an officer of the city known as the City Secretary who shall have the duties and powers set forth in Texas Local Gov't Code, § 22.073. The City Secretary shall be appointed by the City Council and serve at the pleasure of the City Council. The City Secretary shall also perform the duties of the City Treasurer as set forth in Texas Local Gov't Code, § 22.075.

Section 1.02.051

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ITALY, TEXAS:

WHEREAS, the City Italy has determined it is in the interest of its citizens to codify the previously created position of City Secretary and to more formally prescribe duties to that office, as well as the position of City Administrator;

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ITALY:

SECTION 1. Incorporation of Premises. All of the above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2. Creation of Offices. The offices of City Secretary and City Administrator are hereby created. The City Secretary serves as an appointed officer and shall be an exempt salaried position of the City. The City Administrator serves as an appointed officer and shall be an exempt salaried position of the City. The operating budgets of the office of City Secretary and of the City Administrator shall be provided in the City's annual budget, including compensation for the City Secretary and the City Administrator .

SECTION 3. Appointment and Supervision.

Upon recommendation of the Mayor, the City Administrator is appointed by a majority vote of the governing body, shall be supervised by and report to the Mayor and City Council and shall serve at the pleasure of the City Council.

Upon recommendation of the City Administrator, a majority vote of the governing body shall be required to appoint the City Secretary. The City Secretary shall serve at the discretion of the City Council as an at-will employee and shall be supervised by and report to the Mayor and City Administrator.

SECTION 4. Removal.

Upon recommendation of the Mayor, a majority vote of the full City Council shall be required to remove the City Administrator in the same manner as any other officer of the city.

Upon recommendation of the City Administrator, a majority vote of the full City Council shall be required to remove the City Secretary in the same manner as any other officer of the city.

SECTION 5. Powers and duties. The City Secretary shall also faithfully perform the powers and duties as prescribed by Section 22.073 of the Texas Local Government Code enumerated below, in addition to those of Section 22.074 and the essential duties set forth and described in the job description attached and incorporated for all purposes as Exhibit "A."

- The City Secretary shall attend each meeting of the municipality and shall keep, in a record provided for that purpose, accurate minutes of the proceedings.
- The Secretary shall engross and enroll all laws, resolutions, and ordinances of the city council;
- Keep the corporate seal;
- Countersign all commissions issued to municipal officers and all licenses issued by the mayor, and keep a record of those commissions and licenses; and
- Prepare all notices required under any regulation or ordinance of the municipality.
- The Secretary shall draw all the warrants on the treasurer, countersign the warrants, and keep, in a record provided for that purpose, an accurate account of the warrants.
- The Secretary shall carefully keep all contracts made by the governing body.
- The Secretary shall perform all other duties required by law, ordinance, resolution, or order of the Mayor, City Council and/or City Administrator.

The City Administrator shall faithfully perform the powers and duties as prescribed by the essential duties set forth and described in the job description attached and incorporated for all purposes as Exhibit "B."

SECTION 6. Conflicts. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION 7. Severability. If any Section, subsection, paragraph, clause, phrase or provision of this Ordinance or the application of any Section, subsection, paragraph, clause, phrase or provision to any person or circumstance is adjudged to be invalid, the invalidity shall not affect the other Section, subsection, paragraph, clause, phrase or provision or applications thereof, which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

SECTION 8. Savings Clause. This Ordinance shall remain in full force and effect, save and except, as amended or repealed.

SECTION 9. Effective Date. This Ordinance shall be effective upon passage and approval.

RESOLVED, PASSED AND APPROVED by the City Council of the City of Italy, Texas, this the 27th day of February 2024.

SECTION 1: Findings Incorporated. The premises set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

SECTION 2: Establishment of City Administrator Form of Government. The position of City Administrator is hereby established and Chapter 1 “General Provisions,” Article 1.02 “Administration”, is hereby amended to add “Division 2, §1.102.36-39 (Reserved) and to further add “Division 3, Personnel, §§1.02.040-.049 “City Administrator” and “Division 3, Personnel, §§1.02.050--.059 “City Secretary.”

SECTION 3: Savings/Repealing Clause. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict; but such repeal shall not abate any pending prosecution for violation of the repealed ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the ordinance. Any remaining portions of said ordinances shall remain in full force and effect.


SECTION 4: Severability. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. Italy hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

SECTION 5: Effective Date. This Ordinance shall become effective immediately upon its passage and adoption.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ITALY, TEXAS on this 27th day of February, 2024.


Bryant Cockran, Mayor

ATTEST:


Amber Cunningham, City Secretary

CITY SECRETARY JOB DESCRIPTION

FLSA Classification: Exempt

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direct supervision from the Mayor and the City Administrator.

GENERAL SUMMARY:

The City Secretary is appointed by the City Council upon recommendation by the City Administrator. The City Secretary is a department head and city officer. Responsible for the executive leadership, direction, and management of the City Secretary's Office. Provides secretarial/administrative support to the Mayor, City Council, and City Administrator. Performs functions and duties of Municipal Clerk, Records Management Officer, and Elections Administrator for the City. Performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May include, but are not limited to, the following:

- Prepares and/or posts approved agendas and public notices for all City Council meetings as directed by the Mayor and/or City Administrator in compliance with the Texas Open Meetings Act
- Assists Italy Planning and Zoning Commission, Board of Adjustment, Higher Education Commission and other city boards and committees, as well as the City of Italy Economic Development Corporation (EDC) in preparation of agendas and minutes, in compliance with the Texas Open Meetings Act
- Attends all City Council, city board/commission and EDC meetings and prepares and preserves accurate official minutes, records, laws, resolutions, ordinances and actions of the City Council and boards as required
- Prepares and compiles resolutions, ordinances, proclamations, reports, memorandums, and agenda materials for distribution
- Maintains all City deeds, easements, bonds, ordinances, resolutions, proclamations, contracts, agreements, and plats, ensuring real estate instruments are timely filed and recorded with the appropriate authorities
- Attests to, publishes, and posts all legal notices in accordance with state law
- Participates in the development and administration of the City Secretary's office budget; forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments, as needed
- Process all end of year 1099s; process payroll bi-weekly and end of year W-2s; ensure compliance with federal and state withholding and with ICE upon new hire.
- Coordinate with the county regarding tax payments.
- Coordinate with the auditor at year end to timely provide all documents requested for annual audit.
- Establish and maintain an organized and accurate filing system for the City
- Administers and assures proper filing of Statements of Officer, Oaths of Office, as required by state law
- Maintains custody of city seal; affixes to documents and obligations of the City as required; performs duties as Notary Public for all city documents

- Prepares correspondence for the City Secretary's Office, Mayor, City Council, and City Administrator as required.
- Gives professional and effective assistance to all city departments, city staff, elected officials and the public; makes all City-business related travel arrangements for Council Members and city employees
- Coordinates with City Administrator for daily and ongoing assigned responsibilities
- Assists in maintaining the City's website, including posting of agendas, minutes, various reports, election information, public hearings, general information and as required by state law
- Plans, oversees, and coordinates the processing of claims, subpoenas and summons against the City; delegates the gathering of necessary information; interacts with City staff and insurance representatives regarding claims
- Maintains the City's Code of Ordinances by tracking ordinances and providing for their publication and distribution; administers in-house updates of the Code
- Responds to questions about municipal ordinances, resolutions, regulations, and other official actions
- Prepares documents and administers the bidding process
- Serves as the official custodian of records for the City; oversees the records management program including records retention, retrieval, and destruction of city records in accordance with city ordinance and the Texas State Library's records management procedures
- Administers and manages the City's public information program to ensure requests for information are handled in accordance with the Texas Public Information Act
- Official Elections Administrator for all City elections; maintains a calendar of election events for candidates and City ballot measures, including preparing candidate guidelines, prepares candidate packets, providing information to candidates regarding procedural and disclosure requirements; coordinates with Ellis County elections office to conduct City elections, to include contract negotiations, procurement of polling places, preparation and filing of all necessary documents and reports, and publication of legal notices and election orders and/or ordinances
- Maintains accurate employment and personnel files
- Processes all workers compensation-related claims
- Participate in the selection of clerical employees; responsible for new employee orientation, paperwork and employee benefit administration
- Serves as the contact for all alcohol related petitions.
- Assist Accounts Payable Clerk, Permit Clerk, Water Clerk and Court Clerk when absence or vacancy occur.
- Performs other duties as may be prescribed by the City Council or dictated by the nature of the position; performs other duties as assigned

MINIMUM JOB REQUIREMENTS:

- Must be a United States citizen
- Must be at least 18 years of age
- Must meet one of the following educational requirements:
 - High School graduate, OR
 - Have passed a general educational development (GED) test indicating a high school graduation level
- Bachelor's degree preferred
- Minimum of three (3) years municipal administrative/secretarial experience required
- Texas Registered Municipal Clerk certification preferred. Required to obtain within three (3) years of employment; must maintain during employment.
- Become a Texas State Notary
- Knowledge of municipal budgeting, State of Texas records retention policies/procedures, Texas Public Information Act, Texas Open Meetings Act, Texas election laws, and Texas Local Government Code.
- Must be capable of performing all essential job functions

- Must possess the mobility, vision, hearing and dexterity levels appropriate to work in a standard office setting and use standard office equipment
- Possess and maintain valid, current Texas driver license with acceptable driving record
- Must be customer service and people oriented
- Must be available to work 8:00 a.m. to 4:30 p.m. Monday through Friday and evenings and weekends as required
- Must be skilled in general office procedures, cash handling, typing and computer skills in working with Microsoft Word, Excel, PowerPoint, Outlook and Internet search tools
- Must be extremely organized, be able to maintain confidentiality, have the ability to multi-task and perform simultaneous clerical functions

To perform the responsibilities of this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

Knowledge of:

Modern office procedures, methods, and equipment. Basic municipal government practices and operations. Public relations and customer service practices and procedures. Basic principles and practices of human resources in a public agency setting. Records management and filing principles and practices. Principles of supervision, training and performance evaluation. Municipal budget preparation and maintenance. Computer data entry, filing, and cash handling procedures. Basic utility billing procedures. Proper phone etiquette and message taking procedures. Methods and practices of financial and statistical record keeping and reporting. Pertinent federal, state and local laws, codes and regulations.

Skills/Ability to:

Perform duties under minimal supervision. Ability to be punctual and attend work regularly. Demonstrate effective communication of ideas both verbally and in written form using the English language. Communicate in the English language under strained circumstances. Select, supervise, train and evaluate subordinate employees. Plan, organize, direct and coordinate the work of subordinate employees. Delegate authority and responsibility. Demonstrate basic mathematical ability in addition, subtraction, multiplication and division. Type and operate a computer. Sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and/or lift items, listen in person and over the telephone, communicate orally and use hands and fingers to handle, feel or operate standard office equipment. Become proficient in the use of Fundview software. Learn, correctly interpret and apply laws, codes, policies and procedures related to all city operations. Ability to learn new skills and techniques. Prepare clear and concise reports. Maintain accurate record keeping, organization, and maintenance of files. Perform data entry and inquiry functions at an acceptable level of accuracy and speed. Perform multiple tasks simultaneously, accurately and efficiently and be flexible as priorities change. Ability to maintain a professional, polished manner and a pleasant tone of voice when dealing with the public even in emotional, high stress situations. Possess a high level of customer service and pay strong attention to detail. Effectively interact with coworkers to accomplish work. Work in a stressful environment, having good relations with the public and co-workers. Show independence and autonomy. Make quick and sound decisions in stressful situations. Effectively meet deadlines. Ability to accept responsibility and account for his/her actions. Understand and follow City/Departmental policies, rules and regulations and carry out oral and written instructions.

Physical Ability Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements Tasks require visual perception and discrimination. Tasks require oral communications ability.

Environmental Factors Tasks are regularly performed without exposure to adverse environmental conditions. The City of Italy, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and the Pregnant Workers Fairness Act, the City will provide reasonable accommodations to qualified individuals

and encourages both prospective and current employees to discuss potential accommodations with Human Resources. By my signature, I acknowledge the content of this job description, accept the responsibility, and understand the criteria for future work performance appraisals.

Employee Signature

Date

Supervisor Signature

Date

CITY ADMINITRATOR JOB DESCRIPTION

FLSA Classification: Exempt

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direct supervision from the Mayor and the City Council.

GENERAL SUMMARY:

The City Administrator is appointed by the City Council upon recommendation by the Mayor. The City Administrator oversees all city operations. Supervises all department heads and directors, including assigning and reviewing work, completing performance reviews, and executes personnel actions in coordination with the Mayor, such as hiring, firing, promoting, and disciplining employees. Advises City Council on city activities and policy issues. Manages economic development functions and works closely with the EDC. Prepares and manages annual city budget. Develops and reviews city and department policies and procedures. Communicates and negotiates with developers, community groups, committees, and the general public, including interpreting city policies and regulations. Ensures city compliance with state, federal, and local statutes, and regulations, as well as with grant and contractual provisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May include, but are not limited to, the following:

- Manages city employees including assigning and reviewing work, completing performance reviews, and executing personnel actions such as hiring, firing, promoting, and disciplining employees.
- Attends and participates in City Council, EDC, Planning and Zoning, and other required meetings.
- Assesses community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively and efficiently.
- Directs development and implementation of initiatives for service quality improvement, to oversee all city operations.
- Supervises all department heads and directors, including assigning and reviewing work, completing performance reviews, and executing personnel actions such as hiring, firing, promoting, and disciplining employees.
- Advises City Council on city activities and policy issues.
- Manages economic development functions and works closely with the EDC.
- Prepares and manages annual city budget.
- Develops and reviews city and department policies and procedures. Communicates and negotiates with developers, community groups, committees, and the general public, including interpreting city policies and regulations.
- Ensures city compliance with state, federal, and local statutes, and regulations, as well as with grant and contractual provisions.
- Provides day-to-day leadership and works with the city's management team to ensure a high performance, service-oriented work environment consistent with sound management principles.

- Works closely with the City Council and a variety of public, private and community organizations, and citizens' groups in developing and implementing programs to achieve city priorities and solve community problems.
- Directs and coordinates preparation of analyses and recommendations on public policy issues and on long-range plans for city services.
- Develops and coordinates proposals for action on current and future city needs.
- Represents the city and works closely with appointed boards, committees, and public and private officials to achieve planned action and results.
- Interprets City Council instructions and requests.
- Makes interpretations of city ordinances, codes, and applicable laws and regulations to ensure compliance.
- Directs and oversees the preparation of a wide variety of reports and presentations for the City Council, citizen committees, and outside agencies.
- Participates in regional, state, and national meetings and conferences to stay abreast of trends and technology related to municipal programs and operations. Is knowledgeable regarding legislation and its effect on City operations.
- Reports to the Council the condition of all city equipment, buildings and facilities, and real estate; makes recommendations regarding repairs, replacement, or improvements.
- Makes recommendations to the Council on policies and procedures for the efficient business-like operations of the city.
- Serves as liaison with County, State, and Federal officials, and other agencies.
- Routinely evaluates the city's infrastructure and recommends to the City Council the priority of programs or projects involving public works, public improvements, public safety, etc.
- Works closely with department heads to ensure employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills.
- Perform all other duties as assigned by the Mayor and Council.

MINIMUM JOB REQUIREMENTS:

- Must be a United States citizen
- Must be at least 18 years of age
- Must meet one of the following educational requirements:
 - High School graduate, OR
 - Have passed a general educational development (GED) test indicating a high school graduation level
- Bachelor's degree with major coursework in construction management, public administration, or related field or equivalency, while a master's degree is preferred.
- Five (5) years of related municipal management experience, or an equivalent combination of education, training, and experience preferred.
- An equivalent combination of education and experience sufficient to successfully perform the essential functions of the job will be considered when hiring for this role.
- Must be capable of performing all essential job functions
- Possess and maintain valid, current Texas driver license with acceptable driving record

To perform the responsibilities of this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

Knowledge of:

Operational characteristics, services, and activities of a smaller city providing a variety of services to the community.

Modern principles and practices of city government public administration.

Methods and techniques of conducting research.

Principles of business letter writing and basic report preparation.

Principles and procedures of financial record keeping and reporting.
Principles of municipal finance, budget preparation, and control.
Principles of lead supervision and training.
Operations, services, and activities of a comprehensive municipal economic and community development program.
Principles and practices of program development and administration.
Methods and techniques of statistical data collection and analysis.
Principles and practices of negotiation of sensitive issues related to economic and community development.
Office equipment including computers and supporting word processing and spreadsheet applications.
Pertinent federal, state, and local laws, codes, and regulations.

Skills/Ability to:

Organize and manage time.
Strategic and critical thinking.
Engage in problem-solving and to make decisions.
Engage in media relations and public communication strategies; responding tactfully, clearly, concisely, and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
Communicate clearly and effectively, both orally and in writing.
Create productive and responsive relationships with the extensive contacts in the City's business, non-profit and community sectors.
Organize, set, and achieve objectives while dealing with high-stress situations and short timelines.
Effectively manage staff and direct reports.
Prepare clear and concise oral and written reports.
Manage several tasks and objectives at the same time under pressure.
Lead, plan, and review work of administrative support staff.
Develop, monitor, and control budgets.
Analyze a variety of budgetary, organizational, and procedural problems and recommend solutions.
Compile, organize and present information in a clear and logical manner.
Interpret and explain City policies and procedures.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds

Physical Ability Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements Tasks require visual perception and discrimination. Tasks require oral communications ability.

Environmental Factors Tasks are regularly performed without exposure to adverse environmental conditions. The City of Italy, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and the Pregnant Workers Fairness Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with Human Resources. By my signature, I acknowledge the content of this job description, accept the responsibility, and understand the criteria for future work performance appraisals.

Employee Signature

Date

Supervisor Signature _____

Date _____