



**City of La Marque Position Description
City Manager
Administration Department**

Title: City Manager **Grade Level:** 50
Department: Administration **FLSA Status:** Exempt **Reports To:** Mayor & City Council

Job Summary:

Serves as the Chief Executive Officer of the City under the provisions of the City Charter. Directs and supervises all activities of the City departments, appoints and removes all management team members, and implements policy as established by the City Council.

Essential Job Function (Must be performed with or without accommodations)

- Adhere to all City policies and procedures as outlined in the Employee Handbook, in particular:
 - Attendance Policy
 - All Safety Policies and Procedures
 - Appropriate business casual attire for office personnel and proper uniform attire for those departments that are so designated (Police, Fire, and Public Works Departments);
- Attends all meetings of the Council, keeping them advised at all times of the affairs and needs of the City; Provides reports to the Council annually, monthly, or as needed on the affairs of the entire city;
- Ensures that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed;
- Directs issues to the City Council for consideration and recommends policy options;
- Directs the preparation of the annual budget prepares the budget message and submits the budget to the City Council;
- Coordinates the activities of all City departments to meet overall organizational goals. Heads the management team in effecting actions, which carry out policies as, set by the City Council;
- Appoints and removes all City department heads, and may exercise authority over all departmental employees. Supervises the performance and work activities of all department supervisors with the power to transfer an employee from one department to another. Supervises all departments to obtain the utmost efficiency in each department;
- Meets with representatives of various governmental agencies to coordinate and resolve problems involved in providing City services, including the negotiation of agreements, and disposition of complaints;
- Represents the City on State, Regional, or Local advisory committees for the benefit of local government;
- Meets with private citizens, civic groups, and business organizations to provide information on City policy, programs, and activities. Delivers speeches and talks before civic groups, business organizations to provide information on City policy, programs, and activities; and,
- All other duties as assigned.

MINIMUM QUALIFICATIONS:

- Baccalaureate degree in Public Administration or a closely related field; Post Graduate degree preferred;
- 5 years of progressively responsibility municipal management experience, preferably as a City Manager or Assistant City Manager; alternately,
- Any combination of education, training, and experience, which demonstrates the ability to perform the essential functions of the job.

WORK ENVIRONMENT:

- Normal office environment;
- Minimum travel involved for meetings within the region; and,
- Requires frequent attendance at evening meetings.

EMERGENCY OPERATIONS CLASSIFICATION: TIER 1