



CITY OF  
**HEREFORD**

**JOB ANNOUNCEMENT**

**JOB #019-24**

The City of Hereford will accept applications for the following position:

**CITY MANAGER**

*Salary: Depending on Qualifications*

The City Manager serves as Chief Administrative Officer for the City of Hereford under the direction of the Mayor and City Commission. The City Manager is responsible for all department heads and City operations and functions.

Employee will report to the *Mayor and City Commission*.

The applicants chosen for this position will be required to submit to a pre-employment drug test.

This job is open to *anyone*.

Applications will be accepted *until job is filled*.

**The City of Hereford is an Equal Opportunity Employer.**

**All employees of the City of Hereford are employees at will and as such have no property interest in employment or any expectations of continued employment, promotion or any personnel benefits including but not limited to sick leave, vacation leave, compensating time off and disability, life and group health insurance.**

## **JOB DESCRIPTION**

### **CITY MANAGER**

#### **DESCRIPTION OF WORK**

**Job Summary:** Serves as Chief Administrative Officer for the City under the direction of the Mayor and City Commission; responsible for all department heads and City operations and functions.

**Supervision Received:** Work is performed under the general guidance of the Mayor and City Commission.

**Supervision Exercised:** Directly supervises all department heads and City operations.

#### **EXAMPLES OF ESSENTIAL DUTIES**

Supervises and coordinates activities of all City departments.

Attends various meetings, including City Commission and staff meetings. Represents the City in meetings and functions with outside organizations, agencies, businesses, and the general public.

Prepares annual City budget and presents it to the City Commission.

Administers and monitors the City budget and keeps the City Commission advised of the City's financial condition.

Keeps the City Commission informed of activities of the City organization; identifies potential problems and/or issues; makes recommendations to the City Commission on issues requiring Commission direction.

Plans and executes short and long range plans and programs of the City.

Appoints and removes department heads; approves the appointment and removal of all other City employees.

Monitors payment of all funds drawn from the City treasury and approves for purchase all major items within the limitation of state statute and budget constraints.

Issues administrative directives and communicates official policies to staff and the general public.

Sees that all City ordinances are faithfully performed and enforced.

Prepares general correspondence, reports, agreements, and studies.

Must reside within the city limits of Hereford per city charter.

## MINIMUM QUALIFICATIONS

**Knowledge:** Knowledge of the function and organization of municipal government; knowledge of theories, policies, and practices of public administration; knowledge of management objectives; knowledge of long-range planning techniques; knowledge of ethical considerations in local government; knowledge of the techniques of persuasion; knowledge of report writing techniques; knowledge of effective speaking practices; knowledge of public relations principles and practices; knowledge of time management techniques; knowledge of problem-solving techniques; knowledge of local codes, ordinances and state and federal laws affecting municipalities; knowledge of municipal budgeting procedures and fund accounting; knowledge of personnel management methods and principles.

**Skills:** Skills in the use of a personal computer and basic computer applications used by the City; skill in the use of a ten-key calculator, copier and other office equipment.

**Abilities:** Ability to perform mathematical calculations; ability to identify, organize and use potential sources of data; ability to make independent judgments; ability to analyze statistical information; ability to determine appropriate expenditures for budgeted funds to meet unit objectives and goals; ability to plan, organize, and monitor subordinate employee work assignments to accomplish unit objectives; ability to set clear performance standards for subordinate employees, ability to effectively discipline subordinates, when warranted; ability to develop and apply criteria to evaluate alternative proposals, recommendations, plans, etc.; ability to analyze and evaluate major programs, policies, procedures, services and facilities in order to develop recommendations or implement procedures, services and facilities in order to develop recommendations or implement improvements; ability to identify the implications of broad City policies for management of individual programs and activities; ability to act decisively when timely action is called for; ability to quickly and accurately identify potential problem situations; ability to clearly and effectively present ideas in discussions and oral presentations; ability to develop sound decisions in situations involving complex factors; ability to accept criticism and use it for constructive change; ability to create an atmosphere of mutual trust; ability to provide constructive change; ability to provide negative feedback to others in a manner which does not arouse defensiveness or animosity; ability to assess the ethical implications of a course of action; ability to effectively argue the pros and cons of a proposed position or course of action; ability to present a "positive image" of the city (avoid complaining, personal opinions, arguing, excuses, or blaming others); ability to establish and maintain effective working relationships with employees at all levels, elected officials, officials of other government jurisdictions and the general public; ability to effectively deal with persons of diverse backgrounds and interests; ability to communicate effectively both verbally and in writing.

**Education:** Applicants must have a Bachelor's Degree or Certified Public Manager designation; Master's Degree preferred in Public Administration or Business Administration or a field related to a major function of a local government

**Experience:** A minimum of five years of progressively responsible professional experience in City management, a major municipal department, or private sector executive management level, preferably with experience in budgeting, finance and/or personnel management.

Any work related experience resulting in acceptable proficiency levels in the above required knowledge, skills and abilities is an acceptable substitute for the above specified education and experience requirements.

**Licenses and Certificates:** Valid Texas Class C Driver's License.  
Must be a United States Citizen.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach and bend over. The employee must have adequate manual dexterity to operate computers, telephone, and other office equipment. The employee must have normal vision and hearing. The employee must occasionally lift and/or move objects up to 25 pounds. The employee will work in a normal office environment which is generally quiet. The employee will be required to meet regular work and project deadlines and to deal with employees and irate citizens which can be stressful.