**City of Fritch**

**City Manager**

(Updated 01/30/2023)

**Description**:

Appointed by and under the direction of the Fritch City Council, the City Manager plans, directs, manages, and reviews all City activities and operations, including coordinating city services and activities among departments and providing highly responsible administrative support to the council.

This role ensures a coordinated and efficient effort to meet the goals and objectives established by the Fritch City Council, develops and implements administrative policies, rules, and procedures for City staff, and resolves complex and sensitive inquiries and complaints. It also works with City Council to identify short- and long-term goals and establish appropriate service and staffing levels, evaluating the efficiency and effectiveness of City staff, consultants, and vendors, and allocating resources accordingly. This includes assessing potential projects, programs, and services to determine their feasibility and community impact for recommendation to the Council.

The City Manager represents the City to outside agencies and partners and attends and participates in professional organizations, staying abreast of new trends and innovations in the field of city management and administration. Additionally, this position oversees the City’s budgeting, expenditures, and financial reports, ensures compliance with applicable laws, regulations, policies, and ordinances, and serves as the primary point of contact for human resources concerns.

**Duties:**

* Adhere to City of Fritch Code of Ordinances § 1.03.035;
* Participate in the selection, training, motivation, and evaluation of assigned personnel; provide and/or coordinate staff training and licensing; work with employees on performance issues; recommend/initiate discipline, as appropriate;
* Plan, direct and manage multiple broad, comprehensive programs and activities concurrently;
* Analyze complex issues and problems, evaluate alternative solutions, develop sound conclusions, recommendations, and courses of action and present proposals and recommendations clearly and logically;
* Demonstrate ability to review plans and specifications for compliance with all requirements;
* Assesses and monitor workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and direct implementation of changes.
* Establish, develop, implement, and monitor short- and long-term plans and priorities focused on achieving the goals and objectives of the City;
* Evaluate bid documents for a variety of projects, recommend contract awards, and coordinate, review and approve contractor’s performance;
* Plan, organize, direct, coordinate, review and evaluate the performance and approve the work of consulting experts, contractors and others involved in City activities;
* Develop clear, concise and comprehensive technical reports, correspondence and other written materials in a timely and effective manner;
* Establish and maintain effective working relationships with staff, developers, engineers, contractors, governmental and regulatory officials, and others encountered in the course of work;
* Utilize knowledge of applicable federal, state and local law, codes and regulations governing the administration of the City;
* Utilize knowledge of principles and practices of public administration, including budgeting, purchasing and the maintenance of public records;
* Review and advise on development plans and permits for work in City, as necessary;
* Performs other duties as may be assigned by the City Council.

**Qualifications:**

* Bachelor’s degree in public administration, business administration, or a closely related field required, with a master’s degree preferred;
* Minimum 3 years municipal or local government experience; 5 years of progressively responsible experience with supervision preferred;
* Certified Public Manager designation or other, similar credentials are preferred.
* Must possess administrative skills necessary to accomplish the duties outlined;
* Must possess a valid Texas Driver License with a driving record that is in compliance with Chapter 17 of the City of Fritch Personnel and Administrative Policy Manual;

**Environment**:

The environment for this position occurs mostly indoors in a typical office setting. Low to moderate noise level. Must be able to walk and stand at intervals. Must be able to sit for prolonged periods. Must be able to lift boxes and other items up to 30 pounds. Requires occasional weekend work and frequent night work after 5pm. When visiting job sites, the work environment may be austere.

*\* Please see City’s EEOC statement in the Personnel Manual. All qualified persons will be considered for this position in accordance with federal law.*

*\*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

\**No one will perform the duties of a higher position without prior authorization from an individual authorized to approve.*