



The City of  
La Feria, Texas

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## **JOB DESCRIPTION: CITY MANAGER**

### **BRIEF DESCRIPTION:**

The City of La Feria operates under a Home Rule form of government with a Manager/Commission Charter. The City Manager is an appointed office created under Article III of the City of La Feria City Charter. The primary scope of duties, powers, and obligations, and limitations of the position are established initially by the City Charter.

The City Manager serves as the Chief Administrative and Executive Officer of the City and shall be responsible and responsive to the City Commission for the efficient administration of all City affairs and assures all laws and City ordinances are properly enforced. The City Manager is responsible for planning, managing, and providing direction for all City operations; drafts and implements operational policies and procedures and manages City and resources; appoints and removes staff and implements policy as established by the City Commission.

Work is performed with general direction, working from broad goals and policies. In addition, the City Manager administers all affairs of the La Feria Utilities Board and the La Feria Economic Development Corporation in compliance with the Articles of Incorporation and Bylaws of each corporation.

### **ESSENTIAL FUNCTIONS:**

The City Manager's specific tasks and responsibilities will vary from year to year, and will be determined by the changing needs of the City of La Feria, as well as direction from City Commission. Great latitude is given as to what projects will be undertaken, and where the emphasis will be placed. They may include, but are not limited to, the following:

- Appoint, suspend, discipline, and remove all City employees and appointive administrative officers provided for in this Charter, except as otherwise provided by law, this Charter or personnel rules adopted pursuant thereto;
- Prepare or review, in coordination with the Mayor and the department heads, agendas and other materials for all meetings of the City Commission; attends and assists with all City Commission meetings, with the right to take part in discussion, but the City Manager shall not vote;
- Ensure that all federal and state laws, City ordinances, grants and contract provisions, and the provisions of the City charter are effectively enforced by the City Manager or by employees subject to the City Manager's direction and supervision after adoption;

- Prepare and submit budget recommendations and justifications based on data submitted by all department heads, including capital improvement and expenditure items, consistent with Commission-approved short-and long-range plans to the City Commission; administers the budget and ensures that the City operates within the budget adopted by the City Commission;
- Prepare and submit to the City Commission and make available to the public, as of the end of each fiscal year, a complete report on the finances and administrative activities of the City for the preceding year;
- Prepare and submit to the City Commission and make available to the public, a complete report on the finances of the City as of the end of the fiscal year;
- Keep the City Commission fully advised as to the financial conditions and future needs of the City, and make such recommendations concerning the affairs of the City, as the City Manager or the City Commission deems desirable or necessary;
- Prepare such other reports as the City Commission may require concerning the operation and structure of the City departments and offices subject to the City Manager's direction and supervision.
- Perform such other duties as are specified in this Charter or may be required by the City Commission, and are consistent with this Charter or state or federal law.
- Directs the administration of all departments, offices and applicable agencies of the City, to include department heads; motivates and evaluates staff; establishes and monitors employee performance objectives; prepares, reviews and presents employee performance evaluations; provides or coordinates staff training;
- Develops and implements goals, objectives, policies and priorities for the personnel, financial, and program aspects of City operations in accordance with the City Charter, budgetary and other policy direction established by the Commission;
- The City Manager shall keep a written inventory of all real property and all permanent equipment belonging to the City, said inventory to be subject to annual audit. A system shall be established to control the use and replacement of expendable items.
- The City Manager shall have the authority to execute on behalf of the City, standard form documents, including but not limited to deeds, releases of liens, rental agreements, easements, right-of-way agreements, joint use agreements, and other similar documents, under the following conditions:
  - The execution of the document is necessary to carry out a public works project; utilize, maintain or improve a City facility, street, right-of-way, easement, park or other City property, or to implement other City policies; provided that such project, program, or policy has been approved by the City Commission;
  - That all blanks are filled in on any document correctly and that such document is consistent with the objectives approved by the City Commission; and,

- That the form of such document shall be approved by the City Attorney.
- Provides adequate and accurate information to news media so that citizens can be informed of governmental activities.

#### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Master's degree in public administration, business administration, or a related field, plus experience as an assistant City manager, City manager, or general government administrator; *or*

bachelor's degree in public administration, business administration, urban planning or a related field, plus progressively responsible experience in public administration involving City management or general government administration; *or*

any equivalent combination of experience, training, knowledge and skills as required below:

- **Experience:** Proven experience in municipal or governmental management field as a City Manager or Assistant City Manager. Should be familiar with managing in a smaller and progressive community environment such as La Feria.
- **Knowledge:** Knowledge of municipal administration, organization, function and service, community development and recreation principles with emphasis of knowledge necessary to successfully coordinate federal, state and local community activities and functions. Understanding of downtown revitalization, strategic planning, recreation and leisure activities, public works & drainage, water and wastewater facilities and historic preservation. Strong background in conservative based budgeting in a smaller community that requires leveraging local funds against federal and state funds when possible.
- **Abilities:** Ability to select, develop, organize, motivate, train, supervise and evaluate staff; maintain strong working relationships with local officials, boards and commissions, media, community leaders, business owners and the general public; execute City policies and procedures.
- **Skills:** Strong written and oral communication skills, works well under pressure and produces results in a timely manner, works well with the public, department heads, and general workforce, communicates effectively with City Commission and City Staff, the media and business groups, maintaining composure, displaying a helpful attitude and professional demeanor in all circumstances both in person, via telephone and via email; proficient with Microsoft PowerPoint, Excel, and Word and Outlook email.

#### **CERTIFICATES AND/OR LICENSES:**

Must possess a Valid Texas Driver's License.

#### **PHYSICAL DEMANDS/WORK ENVIRONMENT:**

Work is primarily performed in a standard office environment and involves sitting, standing, walking, and bending for extended periods of time, and must be able to safely lift and carry materials and objects up to forty (40) pounds; occasional work is performed in an outdoor environment that may include inclement weather.

#### **SALARY AND BENEFITS:**

Salary based on experience and qualifications. Benefits include Texas Municipal Retirement System, paid vacation and sick leave; medical, and life insurance.

EEO -The City of La Feria is an Equal Opportunity Employer of Qualified Individuals.