



CITY OF CREEDMOOR
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CREEDMOOR, TEXAS, 78610
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Job Title:	City Administrator
Job Type:	Full-Time, Exempt
Job Location:	City of Creedmoor Office
Division:	
Reports to:	City Council
Date Approved:	October 11, 2023

Job Summary:

The City Administrator is a senior executive position responsible for overseeing the day-to-day operations and administration of the city government. This role serves as the chief administrative officer, working closely with elected officials, department heads, and community stakeholders to implement city policies, manage resources, and ensure efficient delivery of services. The City Administrator provides leadership, strategic planning, and operational guidance to maintain the city's overall functionality and promote its growth and development.

Responsibilities:

- Serve as the chief administrative officer of the city, reporting directly to the City Council or Mayor.
- Ensure implementation of city policies, ordinances, and resolutions as directed by elected officials.
- Collaborate with department heads to establish and achieve organizational goals and objectives.
- Assist in the preparation and execution of the city's annual budget, ensuring financial stability and resource allocation in alignment with city priorities.
- Monitor and evaluate the performance of city departments, providing guidance and support to enhance efficiency and effectiveness.
- Foster a positive work culture and promote teamwork, professional development, and employee engagement within the city government.
- Act as the liaison between elected officials and city staff, providing information, advice, and recommendations on various issues.
- Represent the city in meetings, conferences, and community events, advocating for the city's interests.
- Work with community stakeholders, citizens, and organizations to address concerns and develop community engagement initiatives.
- Provide regular reports to elected officials on city operations, financial status, and progress toward strategic objectives.
- Facilitate communication and collaboration among city departments to ensure coordinated efforts and optimal service delivery.

- Stay informed about relevant legislative requirements and industry best practices to keep the city's policies and practices up to date.
- Maintain open and transparent communication with the public, encouraging public input and engagement in city affairs.
- Keep a written inventory of all real property and all permanent equipment belonging to the City. Said inventory to subject to annual audit.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in public administration, Political Science, Business Administration, or a related field. A master's degree is advantageous.
- Extensive experience in municipal government, with progressively responsible management roles.
- Knowledge of local government laws, regulations, and best practices.
- Proven leadership and organizational management skills, with the ability to inspire and motivate teams.
- Excellent communication and interpersonal abilities to interact effectively with diverse stakeholders.
- Strong financial acumen and experience in budget development and administration.
- Demonstrated strategic planning and problem-solving skills to address complex city issues.
- High ethical standards and a commitment to transparency and accountability in city operations.
- Flexibility to work during evenings or weekends for meetings or events as needed.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of the personnel so classified. The Job Description does not constitute an employment agreement between the City of Creedmoor and the employee. This position is subject to change by the employer and requirements of the job change.

Working Conditions:

The City Administrator typically works in an office environment located in the city's administrative building. The position may require attending city council meetings, community events, or conferences. Availability during evenings or weekends may be necessary to meet deadlines, attend special meetings, or engage with the community.

Equal Opportunity Employer (EOE):

The City of Creedmoor is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status.