

City Administrator - City of Shenandoah

The City of Shenandoah is currently seeking a City Administrator. Shenandoah is located 30 miles north of Houston on Interstate 45, bordering The Woodlands. With a population of approximately 2,600, the Shenandoah is a Type A General Law municipality with a six member city council comprised of a mayor (non-voting) and five voting members. Council members are elected at large and serve two year staggered terms.

The City Administrator oversees and manages an annual budget of \$15 million, along with 50 full time employees. The city is organized into operating departments including Administration, Finance, Police, Public Works and Customer Service. Within those primary departments are capital projects, municipal court, permitting, parks and recreation, and water/wastewater. The city contracts for fire services through The Woodlands Fire Department.

Job Responsibilities:

- Direct all of his / her working time to the affairs of the City (outside employment is not permitted);
- Maintain his / her office at, and work from, the principal office of the City or at a location designated by City Council;
- Ensures City government operates and functions effectively and serves the needs of the residents;
- Sees that all applicable local, state and federal laws are obeyed and enforced;
- Sees that all ordinances of the City are obeyed and enforced;
- Works with the Mayor to develop an annual budget to be approved by City Council, showing in as much detail as practicable the estimated amounts of money required for the efficient operation of the City and each department and the reasons for such estimated expenditures;
- Ensures the City operates within the budget;
- Manages the City's funds and prepares periodic reports that advise City Council and the public of the City's financial condition and needs of the City;
- Maintain and monitor capital improvements projects and programs;
- Exercises supervision and control over all departments of the City through the department heads or normal chain of command, except departments otherwise designated by City Council;
- Hire, discharge, promote, demote, discipline and take other personnel actions for all employees of the City, with the following exceptions;

- “Statutory Positions”
 - The City Administrator shall not take any action to demote, reduce the pay of or significantly reduce the duties of a person holding a statutory position without first presenting a report on the proposed action to City Council and obtaining a majority vote of City Council approving the action.
- “Senior Management” as set by City Council in a duly enacted resolution or ordinance
 - The City Administrator shall not take any action to demote, reduce the pay of or significantly reduce the duties of a person holding a Senior Management position without first presenting a report on the proposed action to City Council and obtaining a majority vote of City Council approving the action.
 - Supervises the work of City employees, through the department heads or normal chain of command, to ensure that operations and services comply with the policies and direction set by the City Council;
 - Carries out human resource management policies and as directed by City Council;
 - Recommend to the City Council the salary or salary range for each position of employment within the City;
 - Provides leadership to develop and retain highly competent, public-service oriented staff through selection, compensation, training and day-to-day management practices that support the City’s plans and objectives;
 - Establishes performance requirements and personal development targets;
 - Supervise the purchase of all materials, supplies, services and equipment for which funds are budgeted;
 - Approve expenditures up to \$15,000.00. Unless authorized to exceed this limit by action of the City Council.
 - Works closely with the City Council and other organizations to develop and implement programs to achieve City priorities and solve community problems;
 - Assess community and resident needs and ensures that objectives and priorities are focused on meeting those needs;
 - Notify the Mayor and City Council, as soon as practical, but not later than 48 hours after any alleged violation by the City or any of its employees of a federal, state or city statute, law, regulation, or of any cause of action or

lawsuit against the City which may subject the City to any civil, criminal or monetary liability;

- Works closely with the City Council, the Municipal Development District and the community to develop and implement long range planning for the City;
- Represents the City and works closely with other government agencies on matters affecting the City;
- Unless excused, attends and participates in all City Council meetings;
- Performs any related duties as assigned by City Council.

Requirements:

Candidates must have at least five (5) years of experience in municipal government with increasing responsibility, preferably in positions such as city administrator/manager, assistant city administrator/manager, or senior executive management in an organization of comparable size and complexity to the City of Shenandoah. This position requires a Bachelor's Degree in public administration, business administration, or related field. Master's Degree is preferred.