

# City of Ballinger

## Job Description

**Job Title:** City Manager  
**Department:** Administration  
**Reports To:** City Council  
**FLSA Status:** Exempt

### SUMMARY

The City Council shall appoint, upon the affirmative vote of a majority of the City Council and may be removed at the discretion of the City Council by an affirmative vote of a majority of the City Council, a City Manager, for an indefinite term, who shall serve as the chief administrative officer and the leader of the Administrative branch of the City government and who shall carry out duties as authorized under the City Charter. The City Manager is responsible for the proper administration of all affairs of the City and shall assure that all laws and city ordinances are enforced; manages, directs, and coordinates activities of City Secretary, all department heads and subordinate officers and employees; does related work as required.

### Essential Duties and Responsibilities include the following:

1. Appoints, manages, directs, evaluates, and disciplines all heads of departments and subordinate officers and employees except as otherwise provided in the City Charter.
2. Provides leadership and exercises control over all departments and subdivisions thereof created and assigned by the City Charter, in harmony with any Employee Handbook and/or Policies adopted by the City Council.
3. Possesses the right and responsibility of removing any employee of the City when necessary for the general welfare and common good of the City, except as otherwise provided in the City Charter, and has the power to authorize department heads to appoint and remove subordinates in their departments after consultation with the City Manager.
4. Attends all City Council meetings taking part in discussions and recommends appropriate council action.
5. Keeps the Council fully advised as to the financial condition and future needs of the City through regular reports and prioritized goals.
6. Assures the annual budget is prepared and submitted to the City Council.
7. Assures the City operates within the budget and in a fiscally responsible manner.
8. Executes deeds, and contracts on behalf of the City when authorized by ordinance, resolution or motion of the City Council.
9. Assures that departmental operations are performed in concert with all applicable laws, City charter, policies, ordinances and direction from the City Council.
10. Communicates effectively and courteously with the City Council, public, employees, and the media in person, writing and by telephone.
11. Effectively represents position of the City to the public.
12. Requires initiative, independent thinking and problem-solving skills.
13. Will be required to work some evenings, weekends, holidays, and during emergencies.
14. Some hazards could result in injury from use or misuse of chemicals, hazardous materials, machinery and equipment.
15. Performs such other duties as necessary for the successful management of City operations.

### QUALIFICATIONS

**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the constitution, municipal law and all municipal departments, city ordinances, elections and local government codes. Ability to read and understand technical materials, reports, and journals. Ability to work with the public, board, council and commission members, and the news media. Advanced interpersonal and leadership skills required. Skill to effectively communicate, both orally and in writing, to citizens, the city council and employees.

**EDUCATION AND EXPERIENCE**

Bachelor's degree or equivalent preferred. Five years of experience in an upper management position or assistant position required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license with acceptable driving record

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 regularly required to talk and listen. The employee frequently is required to do the following: stand; walk; sit; use their hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Indoors: normal office conditions, 80% of the time

Travel: varying conditions, 20% of the time

Noise level: quiet office setting

Lighting: conducive to office setting

Flooring: low level tile or carpeting

Ventilation: provided by central air conditioning

Dust: normal, indoor levels

**MANAGERIAL DISCRETION:**

**This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are similar kind of level difficulty.**