

CITY MANAGER

The City of Waelder is seeking a City Manager. Waelder, Texas, is located in northeast Gonzales County near Interstate 10. A city of approximately 1200 citizens is seeking a City Manager under the council-manager form of government with five council members including the mayor. Waelder is a General Law Type A city. Service departments include Budget/Finance, Public Works as well as parks, streets and drainage, Municipal Court, Electric Distribution, Water, Wastewater, Solid Waste, Police, City Attorney, City Secretary, Code Enforcement; assures all laws and City Ordinances are enforced; manages, directs and coordinates activities of all department heads and subordinate officers and employees; and performs other duties as assigned.

CANDIDATE REQUIREMENTS

The IDEAL candidate will have at least three years of experience as a City Manager, City Administrator, or Assistant City Manager in Texas. That person would hold a bachelor's degree in business or public administration. Candidates not meeting the above requirements but who have relevant education and work experience as a department manager with broad responsibility in a municipality will be considered, as will candidates with similar experience in a different government agency or private sector business. A valid Texas driver's license and either a high school diploma or GED equivalent will be a minimum requirement.

The City seeks a City Manager with mature judgment, strong people and communication skills, and high ethical principles.

The City offers a starting base salary of \$60,000 along with a generous benefits package including a provided automobile. Benefits include health insurance, life insurance, dental insurance, vision insurance, retirement, and paid time off.

Monday to Friday Full-time work schedule of at least forty hours a week onsite.

Ability to reliably commute/relocate.

Please visit our website at www.cityofwaelder.org for an employment application and additional job information. Applications may also be obtained at Waelder City Hall located at 300 Hwy. 90 West, Waelder, TX 78959, Monday to Friday, between the hours of 8:00 a.m. to 4:30 p.m.

The City of Waelder is an Equal Opportunity Employer (EOE).

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Powers and duties of the City Manager

The City Manager shall have all of the powers and duties of a City Manager now stated in Section 25.029 of the Texas Government Code and those that may be granted as that section may from time to time be amended in the future and such other powers and duties granted by any other laws of the State of Texas now in existence or as they may be from time to time amended in the future and such other powers and duties as may hereinafter be granted by the laws of the State of Texas.

Without in any way limiting the foregoing, the City Manager shall be Chief Administrative and Executive Officer of the City. The City Manager shall be responsible for the City Council for the administration of all City affairs placed in the City Manager's charge by the City Council. The City Manager shall have the following powers and duties:

- (1.) The City Manager shall appoint and, when deemed necessary for the good of the City, suspend and remove all City employees and appointive administrative officers, except as otherwise provided by law or personnel rules adopted by the City Council, with the exception of the offices of City Attorney, City Auditor and City Municipal Court Judge, who shall continue to be appointed by the City Council. The City Manager may authorize any administrative officer who is subject to the City Manager's direction and supervision to exercise the same power of appointment and removal with respect to subordinates in that officer's department, office, or agency.
- (2.) The City Manager shall direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by law or this ordinance.
- (3.) The City Manager shall prepare the City Council meeting agenda, shall attend all City Council meetings, and shall have the in discussions and deliberations during such meetings, but shall not have the power to vote.
- (4.) The City Manager shall see that all laws, ordinances, and acts of the City Council subject to enforcement by the City Manager or by officer's subject to the City Manager's direction and supervision, are faithfully executed to the best of the City Manager's ability.
- (5.) The City Manager shall prepare and submit the annual budget and capital improvement program pursuant to the revenue and expenditure plans adopted by the City Council.
- (6.) The City Manager shall make such other reports as the City Council may require concerning the operations of city departments, offices, and agencies subject to the City Manager's direction and supervision.

(7.) The City Manager shall make such other reports as necessary in order to keep the City Council fully advised regarding the financial condition and future needs of the City and shall make such recommendations to the City Council concerning the affairs of the City as the City Manager deems desirable.

(8.) The City Manager shall draw the City Council's attention to community needs and shall recommend means or alternatives by which the City Council can respond to those needs.

(9.) The City Manager shall perform such other duties and responsibilities as assigned by the City Council and as specified by ordinance or resolution of the City Council.