

The City of Memphis, Mayor and City Council are seeking a highly qualified and self-motivated person for the full-time position of City Administrator. The City Administrator will answer to the Mayor and Council for direction. The City Administrator shall comply with state and federal law, all City policies, rules, regulations, and ordinances, and all lawful Council directives. The applicant should possess the education, work experience, ethics, and leadership skills required to successfully fulfill the duties and responsibilities of the City Administrator. The City Administrator will move the City forward, be open and transparent to the public, and manage the daily operations of the City in a fair and positive manor.

#### Duties, Responsibilities

- Communicates well with the public, employees, and Governing body
- Focuses their time and attention to City affairs.
- Responsible to the Mayor and City Council for reporting City affairs.
- Oversees all City departments, have managerial oversight over all department heads and subordinate staff, and shall be responsible to the city council for the proper administration of the affairs of the city.
- Supervises, hires, and, when necessary, suspends or removes any subordinate employee of the city, except as otherwise provided by law or city personnel policy and procedure.
- Oversees and organizes all City work operations.
- Supervises and final control over all departments created by the City Council.
- Performs other duties if directed by Mayor and Council
- Ensures that all terms and conditions in any public utility franchise are faithfully kept and performed, and upon knowledge of any violation thereof to call the same to the attention of the governing body.
- Attend all City meetings and take part in discussions, making recommendations to City Council when appropriate.
- Executes contracts and other documents on behalf of the City when authorized by ordinance, resolution and or City Council.
- Have working knowledge of PC, able to send and receive emails, understand the function of Microsoft Word, PowerPoint, and Excel.
- Have working knowledge of water/wastewater systems including state and federal paperwork involved and the ability to obtain licenses if necessary.
- Able to work on grant application and or apply for grants.
- Ability to work with surrounding cities, Hall County, Memphis ISD, local businesses, and all State and Federal organizations.

- Adviser to (Memphis Economic Development Corporation, Type B) under direction of City Council.

#### Financial Responsibilities

- Advise the City Council of the financial conditions and needs of the City.
- Prepare and submit an annual budget to City Council for approval and adoption.
- Ensure that all departments operate within the adopted budget.
- Oversee and ensure a clean audit at the end of each fiscal year.
- Ensure that all accounts, revenue, and expenses are disbursed properly and accounted for.
- Ensure that the City Council receives monthly financial reports at its regular meetings.
- Oversee of all financial transactions, including, but not limited to, billing, payroll, accounts payable, and debt service.
- Oversee all City purchases in accordance with budget.
- Additional responsibilities directed by ordinance, resolution, and City Council directive
- Oversee any funding provided by grants or loans.

#### Requirements

- Bachelor's degree preferred in Public Administration, Government, Political Science, Business.
- Certified Public Management CPM, and or Credentialed Manager, or ability to obtain such certification
- Experience in a responsible position in public administration or similar management position
- Knowledge of municipal government and its fiscal function
- Effective written and verbal skills
- Overseeing and experience of the procedures and process in government accounting, finance, budget preparation and function, cash flow, purchasing, taxes, water and sewer customer service, municipal operations.

The City of Memphis Mayor and City Council has the right to choose whom they deem the most qualified to fit the structure of the City of Memphis and its citizens to fill the position of City Administrator. The candidate that is chosen for the

position and accepts the terms and conditions of employment of the City must relocate within the city limits of Memphis within 12 weeks of their employment.

The starting salary range is depending on experience. The benefits will include health, dental and vision insurance for employee, \$20,000 life insurance policy, TMRS at 1.5-1 ratio, City-owned vehicle, longevity pay incentive, holiday pay, paid vacation and sick leave.

Submit your resume with cover letter to the Mayor and City Council for the City of Memphis addressed as follows:

City of Memphis, Texas  
Attn: City Secretary  
721 Robertson Street  
Memphis, TX 79245

You may also email your resume with cover letter to [cityofmemphistx@amaonline.com](mailto:cityofmemphistx@amaonline.com) subject line should read "Resume City Administrator." If you have any questions, call 806-259-3001 and speak with Cindy Woodard.

Include in your Resume a cover letter and application, which can be found on City's website under the information for the job opening for City Administrator.

The City of Memphis, Texas is an equal opportunity employer, we do not discriminate of any kind based on race, color, sex, religion, disability as outlined by State, Federal and local laws.

The City of Memphis makes hiring decisions based solely on qualifications, merits, and needs of the City at the time of employment.