

Employment Opportunity:

Interim City Manager



**Human
Resources
Department**

The City of Kenedy is accepting applications for an Interim City Manager. The Interim city manager serves as the administrative officer of the city and shall be responsible to the Mayor and City Council for the proper administration of all affairs of the city. The city manager shall perform highly responsible managerial and supervisory work in planning, organizing, and directing the operations of the city.

Minimum qualifications require comprehensive knowledge of the principals and practices of municipal government management. graduate degree in government, political science, public or business administration required. Master's degree preferred.

Competitive Salary, depending on qualifications, plus benefits. Employment applications may be obtained from City Hall, 303 W. Main St. Kenedy, TX 78119 between the hours of 8:00 a.m. and 5:00 p.m. or online at www.cityofkenedy.org. Applications can be submitted to City Hall or email applications@kenedytx.gov.

A negative pre-employment drug test and pre-employment physical are required as part of the City of Kenedy employment process. The City of Kenedy is an EOE/ADA employer. This position will remain open until filled; however, the vacancy may close without notice.



City Manager

JOB SUMMARY

Under the general supervision of the City Manager. The Assistant City Manager is responsible for coordinating, through intermediate supervisors, the activities of the overall City organization. Knowledge of all aspects of public administration as it pertains to the municipal government is required. The Assistant City Manager reports to the City Manager with full line responsibility for an assigned group of administrative and operational departments or functions. .

MAJOR DUTIES

- Directs the preparation of the annual draft budget and submits budget recommendations to the Council for approval, administers the approved budget; ensures that all purchasing and bid requirements are followed; serves as an investment officer for the City.
- Ensures advanced planning is conducted for management of the city's future growth and development;
- Develops and implements plans for the personnel, financial, and program aspects of city operations in accordance with budgetary and other policy direction established by the Council; Supervises the city's program and administrative functions and provides general leadership and direction;
- Keeps the City Council informed on progress in all departments and on any and all other pertinent matters relating to city operations to enable them to make informed policy decisions;
- Recommends to the Council adoption of such measures, ordinances, and resolutions as may be deemed necessary for the health, safety or welfare of the community, the improvement of administrative services, or the provision of City services;
- Represent the City before a variety of groups in making formal or informal presentations, actively participates in civic activities in the community;
- Carries out the policies and programs determined by the elected City Council.

MINIMUM QUALIFICATIONS

- graduate degree in government, political science, public or business administration or closely related field.
- Three years of Full-Time employment in increasingly responsible positions in municipal government administration or management.
- Considerable knowledge of the principals and practices of local governmental administration; municipal public works planning and development; community development; problems of local government; available state and federal grant sources; and public relations

ACKNOWLEDGMENT

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As evidence by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Kenedy. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what to expect of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature

Date

Employee Printed Name