



City of Dilley

JOB ANNOUNCEMENT

CITY ADMINISTRATOR

City Administrator acts as chief executive and administrative officer for the city. Directly or indirectly supervises department heads and other designated employees and indirectly supervises all other personnel within the city organization. Prepares, administers, and presents the annual budget for the city. Monitors expenditures during the year and makes recommendations for budget modifications or additional funds. Additional duties include administering policies established by the City Council and by law, developing and implementing administrative procedures; selecting, developing, and effectively utilizing staff, and overall supervision of projects and all other intergovernmental relationships.

Requirements:

Knowledge of:

- General management principles
- Budgeting and accounting principles and procedures
- Multi-funded financing operations

Skill/Ability to:

- Interpret and communicate to others rules, regulations and guidelines prepared by state and federal agencies on a variety of programs
- Select, develop, organize, motivate, and effectively utilize staff;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships with officials in local, state and federal government and in the private sector
- Respond adequately to a variety of policy issues faced by the city

Job Qualifications:

- Bachelor's degree in public or business administration, finance, or related field
- Plus five (5) years of progressively responsible experience in public administration
- At least three (3) years of which involved city management.
- Master's degree in public administration is preferred
- Bilingual
- Valid Driver's License

Applications can be sent via email to jgonzalez@cityofdilleytexas.com or dropped off at 116 E. Miller Dilley, Texas 78017,

EOE

