

City of Lindale Job Description

City Manager

Job Department: Administration

Reports to (Job Title) Mayor and City Council

JOB SUMMARY

The City Manager serves as the chief administrative and executive officer of the city, appointed by the City Council. This role is responsible for implementing council policies, overseeing daily municipal operations, managing the city's budget, and ensuring efficient delivery of public services. The City Manager provides strategic leadership, fosters community trust, and ensures compliance with Texas state laws and local ordinances.

ESSENTIAL JOB FUNCTIONS

Leadership & Administration

- Direct and supervise all city departments, programs, and services.
- Implement policies, ordinances, and directives established by the City Council.
- Provide professional recommendations to the Council on policy, operations, and long-term planning.
- Ensure compliance with the Texas Local Government Code and other applicable laws.
- Attend all council meetings, participate in discussions, provide professional recommendations, and oversee the preparation and development of the Council agendas.

Financial Management

- Prepare and manage the annual city budget in accordance with Texas budgeting requirements.
- Oversee financial operations, including purchasing, capital planning, and long-range fiscal strategy.
- Provide the City Council with revenue projections, tax-rate scenarios, and financial analyses to support informed decision-making.
- Recommend an annual property tax rate and present required truth-in-taxation calculations, notices, and public hearing materials in compliance with Texas law.
- Ensure the city follows all Truth-in-Taxation requirements, including the no-new-revenue rate and voter-approval rate calculations.
- Monitor expenditures to ensure responsible stewardship of public funds.

Strategic Planning & Development

- Lead long-term planning initiatives related to infrastructure, economic development, public safety, and community growth.
- Coordinate with regional, state, and federal agencies on grants, programs, and regulatory matters.
- Support economic development efforts to attract and retain businesses.
- Participate in and advise a variety of boards, commissions, and committees, providing professional guidance, analyses, and administrative support.

Community Relations

- Primary administrative liaison between the City Council, staff, residents, and external partners.
- Communicate city initiatives, policies, and updates to the public.
- Respond to citizen concerns and promote a culture of transparency and service.

Human Resources & Personnel Management

- Hire, supervise, evaluate, and, when necessary, discipline city employees.
- Ensure compliance with employment laws and city personnel policies.
- Promote a positive, ethical, and productive workplace culture.

Operations & Public Services

- Oversee essential municipal services such as public works, utilities, public safety, parks, and community development.
- Ensure emergency preparedness and coordinate disaster response in accordance with Texas emergency management guidelines.

Other Duties

- Perform related duties as assigned.

QUALIFICATIONS

Education & Experience

- Bachelor's degree in Public Administration, Business Administration, Political Science, or a related field (Master's preferred).
- Three (3) years of increasingly responsible experience in municipal management, public administration, including executive administration and supervisory responsibility (preferably in Texas).
- Knowledge of Texas Local Government Code, open meetings laws, and public finance.

Skills & Competencies

- Strong leadership and decision-making abilities.
- Budgeting and financial management, understanding principles and procedures of record keeping.
- Ability to build effective relationships with elected officials, staff, and the community.
- Law and Policies; pertinent Federal, State and Local laws, codes, and regulations.

WORKING CONDITIONS

- Full-time, salaried position appointed by the City Council.
- Attendance at evening council meetings, workshops, and community events is required.
- May involve emergency response duties during natural disasters or citywide incidents.

Human Resources

Employee Signature