



The City of Bangs is looking for a full-time City Administrator/EDC Director

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## Description

The City Administrator position is to plan, direct, manage and oversee the administration of the municipal operations, under supervision of the mayor. Overseeing operations within the different departments include working directly with the supervisors to maintain and improve efficiency and compliance.

The City Administrator is appointed by and serves at the will of Bangs City Council and also serves in the following capacities:

- Chief Administrative and Financial Officer
- Economic Development Corporation Director
- City Records Manager Officer
- City Emergency Management Coordinator
- City Public Information Officer

Essential responsibilities and duties include but are not limited to the following.

- Confers with department heads concerning operating problems, plans, and policy questions; Assists department heads in the management, development and implementation of department goals, objectives and policies.
- Develops proposals for the Mayor and the City Council on citywide policies and coordinates the application of these policies according to City Code.
- Provides leadership and direction in the development of short and long term plans; Gathers, interprets, and prepares data for studies, reports and recommendations.
- Serves as liaison for the City and EDC Board on major projects.
- Responds to complaints to maintain positive community relations for the City.
- Maintains sound fiscal position for the City through preparation of annual budget, financial reporting.
- Responsible for achieving an extensive knowledge and compliance in accordance with the State of Texas, Texas Municipal League and any other applicable rules and regulations.
- Attend all staff, City Council, and EDC meetings and workshops and, when required, follow up on tasks.
- Work with various state and federal agencies, contractors and professionals when necessary and required.
- Work closely with the Bangs Economic Development Board to plan and implement economic growth for the City.

## Requirements

### KNOWLEDGE

- Knowledge of laws, ordinances, regulations, operations, services, and activities of governing municipal governments.
- Knowledge of pertinent Federal, State and local laws, codes and regulations
- Knowledge of public administration, functions, structures, and operating routines of municipal governments and information systems.
- Knowledge of principles and practices of municipal budget preparation, program development, and administration
- Economic Development knowledge and experience is preferred.
- Knowledge of Grant writing



## QUALIFICATIONS

### Educational Qualifications:

Bachelor's Degree from an accredited university

### Minimum qualifications

- Four years of work experience in office management or an equivalent combination of education and experience sufficient to successfully perform the essential duties of this job.
- Possess excellent skills in the areas of personnel management, municipal administration, economic development, emergency management, financial management, human resources, city services, public works, municipal planning and community relations
- Possess excellent communication and productivity skills, such as oral and written communications, multiple task oriented, and a critical thinker required for problem solving

Note: These knowledge, skills and abilities may be demonstrated by a Bachelor's Degree in Government, Political Science, Business Administration or a related field; a Master's Degree in Public Administration or related field; Five years' experience in local government in an upper management position OR any combination of training and experience leading to the desired level of knowledge and skill are acceptable.

To apply you can find this posting and application at our website: [Cityofbangs.org](http://Cityofbangs.org)

You may also email your resume to the City Secretary at [citysec@cityofbangs.org](mailto:citysec@cityofbangs.org)