

CITY OF MCALLEN  
JOB DESCRIPTION

01/02/01	Effective Date 07/01	Revised 03/14	Approved	EXEMPT
Position Title		Department	EEOC Occupation Classification	Job Number
City Manager		City Manager	Management	E1300

**JOB OBJECTIVES:**

The City Manager provides executive leadership and representation on all matters concerning City government. Responsible for planning, directing, managing and reviewing all activities and operations of the City. Coordinates programs, services, and activities among City departments and outside agencies. Ensures financial integrity of the municipal organization. Represents the City's interests, provides highly responsible and complex policy advice and administrative support to the Mayor and City Commission. Works closely with the McAllen Public Utility Board and the McAllen / Hidalgo Bridge Boards.

**REPORTING RELATIONSHIP:**

Reports directly to the Mayor and City Commission.

**ESSENTIAL JOB FUNCTIONS:**

Essential duties and job functions include the following. Other related duties may be assigned.

1. Administers and enforces the City Charter. Ensures that all laws, provisions of the Charter, and acts of the Commission subject to enforcement, are faithfully executed.
2. Plans, organizes, controls, integrates and evaluates the work of all City departments to ensure that operations and services comply with the policies and direction set by the City Commission in accordance with all applicable laws and regulations. Keeps City Commission informed on key matters impacting City operations.
3. Directs and manages the development and implementation of City goals, objectives, policies, and priorities for each service area; establishes appropriate service and staffing levels; allocates resources accordingly. Identifies areas for improvement and develops strategic initiatives to effectuate change objectives.
3. Maintains responsibility for intergovernmental relations with other cities, stakeholders, elected and appointed officials, and public and private organizations.
4. Provides highly responsible policy analysis and administrative staff assistance to the Mayor and City Commission; directs specific and comprehensive analyses of a wide range of municipal policies; prepares policies and procedural proposals for review and adoption by the City Commission.
5. Attends City Commission meetings and workshops; Directs and oversees the preparation of a wide variety of reports and presentations for the City Commission, citizen committees and outside agencies; oversees the preparation of press releases and materials for dissemination to the media and the public; maintains effective relationships with the media.
6. Directs and develops the administration of the City budget and capital program. Directs the forecast of funds needed for staffing, equipment, materials, and supplies; controls expenditures; implements mid-year

adjustments; and keeps the City Commission fully informed on matters related to the financial condition of the City.

7. Executes deeds, deeds of trust, easements, releases, contracts and other instruments binding the City to financial obligations.

8. Responds to and resolves sensitive inquiries and complaints from both internal and external sources.

9. Provides visionary, innovative leadership, supervision, and general direction to the City management team in support of their efforts toward achieving departmental goals and objectives.

10. Provides organizational leadership, promotes organizational values, and ensures a discrimination free environment.

11. Plans and evaluates management staff performance; establishes performance requirements and personal development targets; regularly monitors performance; provides coaching for performance improvement and development. Initiates disciplinary action to address performance deficiencies in accordance with the City's personnel rules, policies and procedures.

12. Assesses community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively and with high quality municipal services; directs development and implementation of initiatives for service quality improvement, provides day to day leadership and works with the City's management team to ensure a high performance, service oriented work environment consistent with sound management principles.

13. Works closely with the City Commission, a variety of public, private and community organizations and citizen groups in developing and implementing programs to achieve City priorities and solve community problems: directs and coordinates preparation of analysis and recommendations on public policy issues and on long range plans for City services; represents the City and works closely with appointed boards, committees, and public and private officials to achieve planned action and results.

14. Participates in regional, state, and national meetings and conferences to stay abreast of trends and technology related to municipal programs and operations.

15. Partners with professional and community organizations on behalf of the City; maintains good working relationships with key community constituencies.

**Knowledge, Skills, and Abilities:**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of modern and highly complex principles and practices of municipal administration and organization in order to effectively formulate and implement strategic planning initiatives.

Knowledge of principles and practices of municipal finance, budget preparation, and administration.

Knowledge of current social, political, and economic trends and operating problems of municipal government.

Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Skill in maintaining effective working relationships with employees, management staff, council members, and the general public.

Skill in the study and evaluation of procedures to determine appropriate actions.

Skill in planning, organizing and evaluating the action of others.

Ability to provide effective leadership and coordinate the activities of a municipal organization.

Ability to effectively administer a variety of City wide programs and administrative activities.

Ability to identify and respond to the public and City Council issues and concerns.

Ability to interpret and apply Federal, State, and local policy, procedure, law, and regulation.

Ability to analyze problems, provide alternatives, identify solutions in support of established goals, Project consequences of proposed actions, and implement recommendations.

Ability to establish and maintain cooperative working relationships with City Council, government officials, community groups, and the general public and media representatives.

**Minimum Qualifications:**

Graduation from an accredited four-year college or university with major coursework in Government, Public Administration, Business, or related field. Masters degree preferred. Eight (8) years of management and administrative experience in a municipal government, including five (5) years of senior executive level management experience in a comparable community.

**Licenses and Certifications Required:**

None.