

CITY OF SIMONTON

**CITY ADMINISTRATOR JOB DESCRIPTION**

**I. JOB STATEMENT**

The City Administrator shall be employed by a majority vote of the City Council with the approval of the Mayor, with no stated term of office and shall only be removed from office by a majority vote of the City Council. Compensation for the City Administrator will be set by the City Council. The position would be full-time salaried position. The Mayor will perform an annual performance review, which will be considered by the City Council when they consider a compensation adjustment.

The City Administrator will be responsible for the maintenance of City Hall, acting as the manager to city employees, responsible for auditing, updating, and revising City documents to be approved by Council, educated and trained in each city department, works under the direction of the Mayor and performs other duties as may be required.

**II. ESSENTIAL DUTIES**

The City Administrator is responsible for the following duties:

- Act as the Mayor's designee for all city operations. Manage various projects as assigned by council or the mayor
- Recommends the hiring, suspension, promotion, discharge, assignment, direction of work of subordinate personnel.
- Audit, prepare, write drafts, and maintain ordinances, resolutions, policies and procedures to be approved by City Attorney and City Council
- Ensures City Council is fully advised as to the financial condition and needs of the city.
- Prepares and submits annual budget and budget adjustments to the Mayor. Effectively manages city funds and assets to ensure effective investment of available funds.
- Report to City Council at regular meetings and keep informed about the issues discussed by boards. Attend and participate in meetings.
- Coordinates, prepares, adds agenda items and updates City Council agenda and packets.
- Maintains the City website, city financials, city records, Blackboard communication system, and other software needs.
- Fill in for absent workers when needed; requires a basic knowledge of all department operations
- Responsible for managing the maintenance of city assets including buildings, land and city infrastructure.
- Encourage healthy growth of city operations to promote better business practices when possible.
- Oversees development and negotiation of vendor contracts
- Oversees and participates in resolution of inquires and complaints from public and other organizations. Establishes, monitors, and evaluates progress towards goals and objectives of City Administration and the City.
- Performs other duties as requested and as assigned by the Mayor or the City Council.

### III. ROUTINE DUTIES

- Routine financial duties include but not limited to:
  - Would review all city financial transactions to determine impacts to the city budget
  - Review payables prior to check preparation
  - Serves as an Investment Officer for the City that makes up the Investment Committee along with the Mayor and one other City Council member.
  - Maintains accounts payable, accounts receivable, payroll, and investments of City funds, ensuring City funds are properly insured and safeguarded.
  - Bookkeeping
    - PAY BILLS as they come in
    - WRITE/PRINT CHECKS in QuickBooks
    - All checks require 2 signatures. The following people can sign:
      - Mayor
      - Assigned City Councilmember
    - MAKE DEPOSITS
    - RECONCILE ACCOUNTS -monthly reconcile accounts to statement
    - PRINT REPORTS -city council meetings, public information requests, ect.
    - INTERNET BANKING
      - Check bank account for electronic deposits
      - Maintain checking account and money market savings combined level below FDIC maximum. Electronically transfer any amount over that into TexPool advising the Mayor or Financial advisor.
    - ECONOMIC DEVELOPMENT CORPS -all financials for EDCs, enter budgets, print reports
      - Make sure QuickBooks is backed up every week
    - PAYROLL on the 15th and last day of the month
      - Approve Time Sheets (Mayor signs sheets)
      - Produce Payroll check in QuickBooks
  - FILE EMPLOYERS QUARTERLY FEDERAL TAX RETURN -Form 941
    - Due the end of April, July, October, January
    - On the QuickBooks home page select "Process Payroll Forms"
    - Click Quarterly Form 941/ Sch. B & complete the form.
    - Make a copy of completed form and put into "TAXES: FEDERAL Form 941" file
  - Texas Workforce Commission Report
    - File online
    - Due the end of: April, July, October, January
    - In QuickBooks, on the Reports Page, run "Employee State Taxes Detail" for the previous quarter
    - Complete Texas Workforce Commission's Unemployment Tax Services Quarterly Report using QuickBooks information
    - Print a copy of report and file in "TAXES: TEXAS WORKFORCE COMMISSION Quarterly Wage Reports" file.
  - AUDIT (not scheduled - Surprise)
    - Work with auditor to facilitate his/her needs when conducting audit
    - Create Accountant Copy of Quickbooks (City and EDC) for auditor
    - Schedule Audit report with council meeting when finished

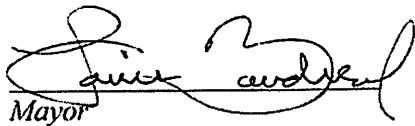
City Administrator Job Description

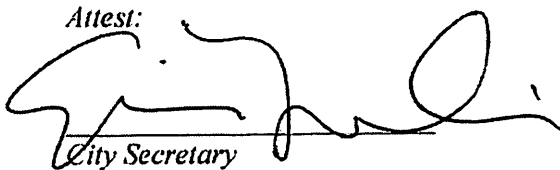
All Policies and Procedures are subject to change.

- Maintains all personnel and payroll records and insurance coverage.
- Ensure all federal, state, and local reports are processed effectively and promptly.
- Strives to stay informed of legal issues on a federal and state level that affect municipalities and pass this information on to City Council members.
- Is a conduit for all communications from other municipalities, the county, state and federal government to the Mayor and Council Members.
- Receive adequate training to maintain current knowledge of operations by attending various workshops, memberships, and online coursework.
- Attending non-political business meetings of groups, which Simonton is a member. The purpose is to provide representation and gather information, report the status and/or assist the Mayor in planning for issues related to these groups.
  - o Greater Fort Bend Economic Development (Monthly)
  - o Fort Bend County Emergency Management (Monthly)
  - o Hwy 36A Coalition (Board seat, Monthly)
  - o Fort Bend County Commissioners Court (Occasionally)
  - o Texas Municipal League (Occasionally)
- Would attend certain meetings as required where the Mayor cannot attend or possibly with the Mayor or Councilmembers.
  - o Fort Bend Legislative Update (Bi-annually)
  - o North Fort Bend Water Authority (monitoring)
  - o West Fort Bend Water Authority (monitoring)
  - o Economic Development Meetings (Monthly)

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

This job description was approved at the Regular City Council meeting on 17 of April 2018.

  
Mayor

Attest:  
  
City Secretary

REVIEW/APPROVALS I acknowledge reviewing this job description.

Employee \_\_\_\_\_ Date \_\_\_\_\_