



CITY OF HALLSVILLE
115 West Main Street, PO Box 899, Hallsville, Texas 75650

CITY ADMINISTRATOR

JOB DESCRIPTION

The City of Hallsville, Texas is seeking a City Administrator with a passion for public service and results-oriented leadership and the motivation to run a City with 18 employees. We are a Type A, General Law City with a population of approximately 3500+ in East Texas. Under general direction of the Mayor and City Council, the Office of City Administrator is responsible for: (1) ensures that the laws and ordinances are of the City are faithfully enforced; (2) inspects the conduct of all subordinate officers in the Municipal Government, and all cause negligence, carelessness, and other violations of duty to be prosecuted; (3) serves as budget officer and prepares an annual budget, and following adoption by the City Council executes the budget; (4) signs contracts and bonds of the municipality; (5) enforces employment policies and procedures regarding City personnel; (6) maintains an "open door" policy with the citizens of the City by telephone, letter, or in person; (7) promotes and supports local businesses; (8) meets with City attorneys, engineers, and accountants regularly; (9) works with department heads on matters that need attention each day; (10) works with or serves as Chief Information Officer; and (11) performs such other duties as the City Council may direct. The City Administrator must adhere to City policies and procedures and work effectively with other City departments, fellow employees, and the City Council. Starting pay will depend on qualifications. Benefits include paid vacation, paid sick leave, health, and life insurance paid 100% for the employee, and dental and vision paid by the employee. Employment application **and** resume may be emailed to citysecretary@hallsville.us, mailed to Attn: City Secretary, PO Box 899, Hallsville, TX 75650 or dropped off at 115 West Main Street, Hallsville, TX. Applications can be found on the City's website at www.cityofhallsvilletx.com.

JOB REQUIREMENTS

Education, Training, Experience:

Candidates should possess a strong administrative background, good people and communications skills, understand city finance and budget processes, and be equipped to handle the multiple roles and duties of a city administrator. Candidates should be proficient in finance, economic development, human resources, general management and the use of technology, and have a solid understanding of the operations of Texas General Law municipalities. Candidates should be prepared to live and work in a rural setting. Candidates should possess a Bachelor's degree in Public Administration, Business Administration or Management. Candidates should have at least 2 years of progressively responsible experience in Public Administration or a related field. In lieu of educational attainment, candidates with at least 8 years of progressively responsible experience in Public Administration or a related field may be considered. Candidates must be a resident within the City limits, or become a resident within the City limits within 180 calendar days of appointment by majority vote of the City Council, and must remain a resident within the City limits at all times during employment. References should be provided by candidates if requested.

Job posting opened until position is filled.