

**CITY OF GONZALES
POSITION DESCRIPTION**

TITLE: City Manager
DEPARTMENT: City Manager

JOB CODE: Full-Time
FLSA: Exempt

SUMMARY: The City of Gonzales is a Home-Rule City and operates under a Council-Manager form of government. The city council shall appoint a city manager who shall be the chief administrative and executive officer of the city and shall be responsible to the city council for the administration of all the affairs of the city. The city manager shall be chosen by the city council solely on the basis of his/her executive and administrative training, experience and ability, and need not, when appointed, be a resident of the City of Gonzales.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Duties of the City Manager:

- (1) Appoint, and when necessary for the welfare of the city, remove any employee of the city, except as otherwise provided by this charter.
- (2) Prepare the budget annually and submit it to the city council, and be responsible for its administration after adoption.
- (3) Prepare and submit to the city council as of the end of the fiscal year a complete report on the finances and administrative activities of the city for the preceding year.
- (4) Keep the city council advised of the financial condition and future needs of the city and make such recommendations as may seem desirable.
- (5) Perform such duties as may be prescribed by this charter or may be required of him/her by the city council, not inconsistent with this charter.

Job Requirements:

A Bachelor's Degree in Business or Public Administration is highly desirable. Five years' experience as a City Manager in a Texas municipality of similar size to Gonzales or larger or five years' experience as an Assistant City Manager or Assistant to City Manager or Department Director with broad authority with a city of a size equal to or larger than Gonzales will be considered.

Work Environment:

Physical requirements include visual acuity, speech, hearing, hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment, with or without reasonable accommodation. Subject to sitting and standing for long periods of time to perform essential job functions. Working conditions are in an office environment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required.