



**REPORTS TO
City Manager**

**Resume & Cover
Letter Required**

**SALARY
D.O.Q.**

FULL-TIME

ADMINISTRATION

ASSISTANT CITY MANAGER

DESCRIPTION

Under the direction of the City Manager, the Assistant City Manager performs highly responsible administrative work involved in planning, directing, and managing the assigned departments, and serves a key role in ensuring excellent customer service is provided. In addition, this position serves as part of the Leadership Team, advising and assisting the City Manager in accomplishing the strategic goals and initiatives of the city. This position functions with significant autonomy and corresponding responsibility, requiring the highest ethical standards and integrity. Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.

QUALIFICATIONS

Bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration, Engineering, Management, or a related field with 9 years of progressively responsible management experience is required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of public administration principles, including the basic principles of organization, management, and resource allocation
- Knowledge of basic laws, ordinances and regulations underlying a public sector organization, specifically council-manager government
- Skill in building and maintaining effective working relationships with elected officials, members of public boards and commissions, members of the media, key stakeholders, and the general public
- Skill in performing independent

APPLY NOW

**PHONE
936-633-0228**

This position is an essential service position and will require providing services during emergency situations.

technical research and presenting findings

- Skill in organization and effective communication and leading a diverse team in problem solving
- Ability to provide innovation and creativity to city operations
- Ability to exercise sound judgment, think creatively, and make competent decisions
- Ability to multi-task in a high pressure working environment
- Flexibility to pivot with changing circumstances
- Effective verbal and written communication skills

MAJOR DUTIES

- Serves as a member of the Leadership Team advising the City Manager in carrying out the strategic goals and initiatives of the City by providing leadership and oversight to City departments, offices, programs, and staff regarding how to advance the assigned outcome and its associated strategies and policies
- Develops and recommends program initiatives necessary to meet the established goals of the respective departments and of the City in general
- Manages special projects as assigned by the City Manager
- Carries out the City Manager's directives regarding interpretation of policies
- Actively supports economic development initiatives and programs
- Assists with the overall preparation of the annual city budget; oversees and assists with the administration of annual budgets for assigned Departments
- Collaboratively integrates, coordinates, and recommends changes and assists in the establishment of programs, policies, strategies and initiatives for submission to the City Manager that will aid in maintaining the financial integrity and service levels of various operations of the City

**Human Resources
Department
Lufkin City Hall
300 E. Shepherd
Ave., Suite 226
Lufkin, TX 75901**

- Develops and administers personnel and operational policies and procedures; provides training and direction necessary to increase the productivity and efficiency of personnel and their functions
- Maintains an effective working relationship with the general public through community relations with various media--television, newspaper, schools, businesses, community, civic and neighborhood organizations/associations
- Stays abreast of local, state, and federal legislative initiatives and works with department directors to analyze the effect of proposed legislation
- Monitors progress toward fiscal objectives and adjusts plans as necessary
- Manages and monitors work performance of department heads, evaluating program/work objectives and effectiveness, monitoring budgets, establishing broad organizational goals and realigning work and staffing for the department