

City of Houston

Title: City Administrator

Reports to: City Council

Nature of Work:

Under general policy guidance from the City Council, plans, organizes, integrates, fiscal controls, directs, administers, reviews and evaluates the activities, operations, programs and services; serves as the top appointed executive in the City, responsible for carrying out the policies and programs determined by the elected City Council; ensures development and execution of the municipality's strategic plan and budget; ensures City government operations and functions effectively serve the needs of city residents and other stakeholders, while complying with applicable laws and regulations; and performs related duties as assigned by the City Council.

Key responsibilities:

- Subject to the authority of the Mayor and City Council, manage the development and implementation of departmental goals, objectives, policies and priorities for the City administrative offices.
- Manage and coordinate the City's department heads and staff.
- In conjunction with the Mayor, develop operating and capital budgets for Council consideration; has responsibility for final budgetary recommendations and fiscal accountability to the Mayor and City Council. Assures that appropriate linkages exist between budget goals, funding limitations and service levels. Monitors progress towards fiscal objectives.
- Facilitate, lead, and/or participate in meetings and/or proceedings
- Serve as liaison between departments, external organizations, the general public, and other agencies
- Coordinate annual budget preparation; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Develop and maintain positive working relations with other local governments and state/federal agencies.
- Research, analyze, and make recommendations for cost effective improvements in City operations.
- Work with department heads to design, evaluate and administer departmental programs and services.
- Act as Human Resources Administrator.
- Act as Finance Director

- Perform other duties, as assigned
- Conduct research into various issues facing the City and make appropriate recommendations to Council on a wide range of issues. Lead City staff in the accomplishment of City goals and priorities.

Desired Skills:

- Program development and administration principals and practices
- Public relations principles
- Providing leadership
- Managing projects
- Speaking in public
- Analyzing and developing policies and procedures
- Analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals
- Preparing and administrating budgets
- Managing change and sensitive topics
- Planning, analyzing and evaluating programs and services, operational needs and fiscal constraints
- Prioritizing, organizing and managing multiple simultaneous projects
- Researching, interpreting, applying and explaining laws, codes, ordinances, rules, regulations, policies, and procedures
- Preparing clear and concise reports, including oral, written and audio/visual presentation
- Maintaining sensitive and confidential information
- Providing customer service
- Gathering and analyzing information and making recommendations based on findings and in support of organizational goals
- Operating a computer and related software applications
- Communicating effectively with a variety of individuals

Master's Degree in Public Administration with five (5) years progressively responsible experience or Business Administration or Bachelor's degree in business, accounting, or public administration with ten (10) years or progressively responsible experience, including budget experience. Experience using Microsoft suite of products.