

## **CITY ADMINISTRATOR**

### **Job Description:**

The City of Bandera is seeking a full-time City Administrator to serve with the Mayor and under City Council as Chief Administrative Officer of the City. Responsible for proper and effective communication and administration of the City of Bandera in accordance with Council Policies and State and Federal Laws and management of all affairs of the City including Finance, Public Works, Municipal Court, Marshal's Office, City Attorney, City Secretary, Personal/Safety and Code Enforcement. Attendance and participation in all public meetings of City Council, Economic Development Corporation, and Planning and Zoning Commission. This position requires knowledge of local and state laws and departmental policies and procedures, records, supervisory and administrative skills. Requires knowledge of modern complex principles and practices of municipal administration and its functions and services.

### **Job Requirements:**

Bachelor's Degree in Public Administration or Business Administration or related field or Master's preferred.

A minimum of five to seven years increasingly responsible experience in municipal government administration; experience in effectively managing the financial condition of the city; extensive computer and writing skills; effective in communication with a diverse population; skilled in public speaking; expertise in negotiation, coordination and delegation; proficient in interrelations with community groups, agencies, private businesses and other levels of government.

### **General Information:**

Please mail Application, Resume and Letter of Intent to:  
City of Bandera  
Application for City Administrator  
Mayor Suzanne Schauman  
PO Box 896  
Bandera, TX 78003

This position will remain open until filled.