

City of Anson

CITY MANAGER

Job Title: CITY MANAGER

EEO Category: Supervisor
Status: Exempt

SALARY: \$90,000 Minimum but may be increased based on experience

Acts as the Chief Administrative Officer, to oversee daily operations, implement policies, and manage the budget. They handle personnel, enforce ordinances, and advise the council on municipal affairs. This role requires strong leadership, communication, and financial management to deliver services efficiently.

Key Responsibilities

- **Administration:** Directs all municipal departments, services, and staff, ensuring ordinances and state laws are followed.
- **Budgeting:** Prepares and submits the annual budget, manages city finances, and provides regular updates to the council.
- **Council Relations:** Attends city council meetings, offers recommendations, and carries out council policy decisions.
- **Staff Management:** Appoints, supervises, and evaluates department heads and city staff.
- **Community Relations:** Meets with residents and community groups to address city matters.
- Order equipment (purchase or lease) and/or materials needed for work activities with approved purchase orders.
- Respond to employee concerns and questions.

Qualifications & Skills

- **Experience:** Previous municipal management experience, particularly in infrastructure, development, or public administration.
- **Skills:** Exceptional communication, leadership, and emotional intelligence.
- **Residency:** Required to live within city limits **within one (1) year of hire.**
- **Education:** Bachelor's or Master's degree in Public Administration, Business, or a similar field; and/or related work experience preferred

Requirements

- Experience with Texas municipal law and budgeting
- Water Distribution License D or C within one (1) year of hire
- Sewer/Waste Water License D or C within one (1) year of hire

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position.