



# City of Clear Lake Shores

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## **City Administrator Position Profile Approved May 15, 2018**

### **Introduction**

The City of Clear Lake Shores, Texas is seeking applicants for the City Administrator position. The City of Clear Lake Shores is a general law city. The City established the City Administrator's position in 2007. There have been two City Administrators since adoption of the ordinance creating the position.

The following profile is intended to provide applicants with a balanced view of the community, its governance, and the expectations of the Mayor and City Council relative to the City Administrator position to be filled.

### **The Community**

Clear Lake Shores lies in eastern Galveston County. It was incorporated in 1963. Clear Lake Shores is a beautiful island city surrounded by Clear Lake, with major commercial development on the mainland. Clear Lake enters into the Galveston Bay just east of the city and provides full time and weekend homes to many people who enjoy the recreation provided in the Clear Lake/Galveston Bay area. It was declared the "Yachting Capital of the World" by the Texas State Legislature. The Clear Lake Shores motto is "Where every sunset is celebrated."

The current estimated population is just over 1,500 people. Clear Lake Shores is primarily a residential community, although economic growth is one of its primary goals. The city consists of 0.7 square miles, of which 0.5 square miles is land and 0.2 square miles is water. The median household income is \$101,827, in Clear Lake Shores.

The City of Clear Lake Shores does not have a property tax. It does assess the full 8.25% sales tax rate, of which a full 2% goes to the City for general government,  $\frac{1}{4}\%$  for roads and bridges and  $\frac{1}{4}\%$  for economic development. The remaining  $\frac{1}{2}\%$  also goes to general government and was originally instituted for property tax reduction. Since then the property tax has gone away, but the additional sales tax remains. The area is served by the Clear Creek Independent School District. Clear Lake Shores students attend area elementary and middle campuses. High school students attend Clear Falls High School. The High School is located near the city and is currently a 6A high school.

Commercial/retail growth is strong but limited. Clear Lake Shores is a zoned city. The City Council has created a Type B economic development corporation. The corporation administers a  $\frac{1}{4}$  percent sales tax as a Type B program. Current annual revenues to the corporation is approximately \$260,000 annually.

The City does have ¼ percent dedicated to Street and Drainage Maintenance. Tourism plays a large role in the area economy, with Clear Lake Shores being close to the entertainment venue located on the Kemah Boardwalk. Fishing and boating are a major part of the fabric of the community. There is a major retail sales center within the city limits which contributes significantly toward the economy of the community. Major industries and the Houston Port (one of the largest in the world) are within close commuting distance.

The City's ETJ area, although small in size, is ripe for additional economic development.

## **Governance Structure**

- **Mayor and City Council.** The City of Clear Lake Shores is a General Law, Type A City, governed by a Mayor and five City Council members in accordance with the laws of the State of Texas.

The Mayor is elected at-large and only votes in case of a tie. All five Council members are elected at large for two-year terms. All elected officials are elected by plurality vote or most votes cast for the position number.

The Mayor serves as the chief executive officer of the city and performs other official duties outlined in the general law statutes. The City Council appoints the City Administrator, City Attorney and Municipal Court Judge. The City Council approves the appointments by the City Administrator of Department Directors, including the City Secretary and Police Chief.

Following is a list of the current Mayor and City Councilmembers:

- **Michael McNamara, Mayor**
- **Amanda Fenwick, Mayor Pro Tem**
- **Jan Bailey**
- **Christy Lyons**
- **Kurt Otten**
- **Angie Terrell**
- **Governance Model.** The City Council has established its Vision, Mission and Goals, as well as a 2014-17 Strategic Plan. In addition, they have recently established their Leadership Expectations and their expectations of the City Administrator. Their governance model includes the following.
  - **Vision**  
  
**“The City of Clear Lake Shores vision is we are a unique forward-thinking community that preserves our small-town atmosphere.”**
  - **Mission**
    - **“The mission of the City of Clear Lake Shores is to:**
      - **Embrace the unique spirit of the community;**
      - **Preserve and affirm our distinct identify; and**
      - **Foster responsible growth and economic development.”**

- **Motto**

**“Where every sunset is celebrated.”**

- **Goals**

- **Economic Development** – Enhance economic growth.
- **People** – Maintain a positive environment to work, live, and play.
- **Communications** – Improve public outreach efforts that inform residents of city operations accomplishments and encourage public input.
- **Infrastructure** – Maintain and improve the city’s infrastructure.

- **Council Leadership Expectations**

- Be respectful of each other and the citizens.
- Listen to everyone’s opinion.
- At the end of the day – agree to disagree.
- Come prepared and ready.
- Focus on issue at hand, not personal or extraneous issues.
- All members equally carry the load in discussions and decision making.
- Serve as liaison to committees and outside Boards.
- Attend all meetings of the Council and others applicable meetings regularly.
- Represent the city well, both city functions and non-city functions.

- **Council Expectations of City Administrator**

- Work with the Mayor and City Council members to update the 2014-17 Strategic Plan and establish annual goals and objectives.
- Develop and implement a staff organizational and development plan.
- Establish relationships with neighboring cities, and cities in the area to determine areas of mutual interest and to seek advice on common policy issues.
- Maintain the city’s emphasis on public safety.
- Review and make recommendations on updating the City’s codes and ordinances.
- Continue the beautification process for the island.
- Work and coordinate with the Clear Lake Shores Economic Development Corporation to increase the tax base.

- **Duties of the Mayor and City Council.** General Law cities in Texas must follow the statutes for their type city. Clear Lake Shores is a Type A General Law City. Texas laws for General Law Type A cities confer certain powers and duties to the Mayor, City Council and certain municipal officers. While the Mayor maintains responsibility as the CEO of the City to manage city operations, the City Council may assign duties to the City Administrator, but in some cases the Mayor maintains responsibility as outlined in the statutes. The City’s Code of Ordinances outlines those duties and qualifications. A thorough search and review of duties and responsibilities as outlined in the Code of Ordinances (available on the City’s website) is recommended. This profile serves as a summary and overview to give the reader a flavor for the structure. Chapter 2 of the Code of Ordinances outlines Administration. Section 2-1 through Section 2-69 outline the respective duties for a variety of administrative activities. These also include the approved Council Rules of Procedure.

- **Duties of the Mayor.** Some, but not all, of the duties of the Mayor are outlined here.
  - May call a council meeting.
  - Shall work with the City Administrator and City Secretary to prepare agendas for city council meeting.
  - Presides over all meetings of the City Council.
  - Provide leadership working with city council and city administrator to establish long-term goals and plans for the city.
  - Bring forward policy issues.
  - Consult with city attorney
  - Monitor financial performance and health of city. Provide input to CA and CC regarding preparation of annual budget
  - Coordinate with CA and CS preparation of agendas
  - Execute all contracts and formal agreements
  - Sign checks
  - Participate in periodic staff meetings held by CA
  - Provide input to CA in performance evaluations
  - Represent interests of city in variety of settings
  
- **City Council Members**
  - City Council appointees: city administrator, municipal court judge, prosecutor and city attorney.
  - City council members are not limited or restricted from contacting the city attorney for advice and input.
  - City attorney may ask items to be placed on agenda in the event the item is a matter of legal significance.
  - Members should inform the city administrator of public inquiries or complaints.
  
- **Reporting and spending responsibilities between Mayor/City Council and City Administrator**
  - City Administrator shall report to and be accountable to the mayor for day-to-day operations.
  - City Administrator responsible to city council for policy and other matters as noted.
  - City Administrator shall be appointed by city council and can be dismissed with a vote of city council members.
  - Mayor and City Administrator may enter into contracts and sign checks for amounts up to \$10,000 if budgeted or contract approved by Council.
  - Mayor may approve a change order to increase a previously approved contact up to \$25,000 as long as it does not exceed state law limitations (25% of original amount).
  - Mayor may approve change order to decrease up to \$50,000.
  
- **Duties of City Administrator.** The City Administrator is the highest ranking administrative officer of the city. The City Administrator is responsible for the day-to-day operation of City activities, the implementation of policies set by Council, and is responsible for the hiring and dismissal of all subordinate employees. The City Administrator is responsible for the the financial administration and reporting.

Section 2 of the City Code of Ordinances outlines the duties of the City Administrator as follows.

- Directs and engages in short-term and strategic planning for development, acquisition and use of city's human, capital and financial resources.
- Prepares and directs policy and procedural proposals for adoption by city council.
- Monitors implementation and progress of policies, practices, programs and projects.
- Appoints/hires and dismisses all direct reports with concurrence of city council; evaluates performance, resolves grievances, develops staff.
- Serve as zoning and flood plain administrator unless delegated to others by CA.
- Directs preparation of budget, monitors execution.
- Advises council on financial status.
- Receives and responds to public inquiries.
- Represents city's interests in variety of settings inside and outside of city; on-site visits of city projects.
- Attends all council meetings and committee meetings as needed.
- Participates in professional organizations.
- Consults with city attorney for legal advice.
- Attends workshops and seminars to stay abreast of latest developments.
- Prepares and maintains a schedule of all dates of importance to administration of the city; contract renewals, budget prep and adoption, recurring resolutions and ordinances, personnel evaluations, committee appointments and renewals.
- Must have decision-making skills that are far-reaching and require the ability to forecast consequences under conditions that are uncertain and may involve sensitive matters that affect the well-being of the organization and/or the public.
- Require extensive and broad experience in municipal government and in-depth knowledge of relevant laws and ordinances and public administration practices.
- Finances
  - Oversight of budget.
  - Periodic reports to city council.
- Public contacts
  - Interacts with federal, state and local agencies.
  - Provides or receives advice from federal, state, county, and city elected and appointed officials, statewide organizations concerning legislation.
  - Informs city and council elected officials.
  - Serves as public information officer with all media – broadcast, print and on-line.
  - Discusses common issue with other city administrators/managers.
  - Consults with school officials.
  - Interacts with consultants concerning projects.
  - Interacts with public individuals and organizations concerning a wide range of issue.
- Internal contacts with mayor, city council and department heads to exchange information, coordinate work activities, provide advice, negotiate policies and procedures.
- May perform other related duties as directed by city council or the mayor.

The job description for the position is attached to this profile for reference (Appendix A). Along with and included in the job description is a description of job competencies for the City Administrator. This will form the basis, among other items, for performance evaluations.

The full City Code of Ordinance, City Budget, and Strategic Plan are provided on the city's website [www.Clear Lake Shorestx.gov](http://www.ClearLakeShoresTX.gov).

- **City Staff/Organization.** The Code of Ordinances (Section 2) outlines the basic organizational design for the City. The current Organizational Chart is included in this packet for reference (Appendix B).

The City has a very stable and capable staff. The Council is very pleased with the organization as a whole and is not in favor of wholesale replacement of the leadership. However, many of the employees have been with the city for quite some time. It will be important to gather as much historical information as possible and be prepared to find qualified replacements for personnel who may decide to leave.

Following is a list of current City departments under the supervision of the City Administrator.

- **City Secretary**
- **Police Chief** (serves as Emergency Management Coordinator)
- **Public Works Supervisor**
- **Building Official**
- **City Accountant (part-time)**
- **City Engineer (consulting)**
- **City Prosecutor (part-time)**

An organizational chart for the City of Clear Lake Shores can be found on the City's website as well as in this packet.

- **Standing Committees.** The City has a number of standing committees. The City Administrator will be required to attend some standing committee meetings. Although not required to attend all committee meetings, the City Administrator is expected to remain abreast of issues and concerns related to each of the committees. The committees are as follows.
  - **Planning and Zoning Committee** (meets regularly; attendance required)
  - **Zoning Board of Adjustment and Appeals** (meets occasionally; attendance required)
  - **Building Code Board of Adjustments and Appeals** (meets occasionally; attendance required)
  - **Roads and Drainage Committee** (meets regularly; attendance required)
  - **Parks Committee** (attend as needed)
  - **Waterfront Compliance Committee** (attend as needed)
  - **Town Center Design Review Committee** (attend as needed)
  - **Landscape and Beautification Committee** (attend as needed)
  - **Clear Lake Shores Economic Development Corporation** (see description below – attendance required)

## **City Administrator Profile**

- **Personal Characteristics**

The Mayor and City Council has developed its expectations for the incoming City Administrator with regard to the characteristics they expect.

- **Personality.** The City Administrator should be outgoing, friendly and present a professional appearance. The person should be candid and straightforward, confident, strong and assertive when needed. Possess a level of self-confidence to make difficult recommendations, while showing compassion in times of high stress. The person must be approachable by all, direct, but not confrontational. The City Administrator shall adhere to the policies of the City of Clear Lake Shores with regard to the use of tobacco and vapor e-cigarette products.
- **Values.** The City Administrator is expected to be honest, with high morals, integrity and character. He/she should treat others as they expect to be treated. He/she should have a good work ethic, yet successfully balance work with family.
- **Management Style/Leadership Skills**
  - **Leadership Style.** The City Administrator should fully understand and be able to work within the governance model of the City of Clear Lake Shores. He/she is expected to be a proactive problem solver by anticipating issues, working closely with the City staff to anticipate, plan for, and work toward the resolution of issues, and then be prompt and forthright when informing the Mayor and Councilmembers of the status of resolution of the issues. This person must possess and promote the motivation to succeed.

The City Administrator is to provide leadership to the City Council through proactive, strategic thinking and planning. Make decisions based on long term planning, impact on the environment, and its effect on the growth and vitality of the City. Be active in proposing and defending policy recommendations in a thoughtful professional way. Be committed to implementing in a thorough and professional way the actions of the Council. Work as a team with Council and staff to anticipate and resolve issues that may arise.

The person should be politically astute, but never engage in political activities. He/she must be pragmatic, yet proactive.

He/she must be fiscally conservative and a good administrator of both the city's and personal finances.

The City Administrator must possess a can-do attitude of finding solutions rather than building barriers. This person must be a problem solver with the ability to conduct or direct research on issues of importance to the City.

He/she must hire and develop key staff to ensure fully trained, professional employees sensitive to the cultural diversity of the City.

The City Administrator must be able to delegate to key staff, allowing them to carry out their duties, while monitoring the duties, maintaining a working knowledge of their work, and holding staff accountable for their actions, while being sensitive to issues of employee morale. He/she must be able to develop and mentor staff, motivate them, and encourage them to work as a team for the good of the City.

While being a delegator is important, it is recognized the staff in Clear Lake Shores is small in number. Therefore, the City Administrator must be able to perform many tasks and duties personally.

He/she must be customer service oriented with citizens and staff alike. Promote customer relations between staff and citizens, ensuring the prompt reply to citizen inquiries and requests. Be willing to encourage citizen input in the process of identifying and resolving issues. He/she must see and be seen.

The City Administrator must present himself/herself in a professional manner, well-dressed and presentable during office hours and at public functions.

- **Communication Skill/Style.** The City Administrator should have the ability to communicate with people at all levels of service in the City and serves as the Public Information Officer (PIO) for the City, especially in times of declared emergencies.
  - **Written/Verbal.** The City Administrator should possess good writing and speaking skills in order to convey accurately issues to the citizens, Council and staff. Must be able to show a command of the English language in writing, as well as speak clearly and concisely to small and large groups of people and be technically proficient with word processing software. Must be able to handle him or herself well before the media in times of high stress, particularly during times of emergency. He/she must have a message delivery style that is clear and not flamboyant, professionally delivered, that instills confidence and trust among those receiving the message.

He/she must be able to document issues and concerns for future reference.

- **With citizens.** The City Administrator should not just say but have an open-door policy. He/she must be accessible, open and available to meet with the citizens. The City Administrator must be a good listener, be able to show empathy to other problems, and be receptive to suggestions and constructive criticisms.
- **With Council.** The City Administrator should anticipate events that will be of significance to the City Council and inform them accordingly. Communication should be in the form of regular reports of activities and events that have public interest or that may become public knowledge. Reports should include administrative decisions that have been made which may affect the overall organizations, and the reasons for those decisions. Information provided should be thorough, well prepared, and provided well in advance of the decision point to Council.

The City Administrator should have the ability to determine which issues are of a sensitive nature and should communicate in an appropriate format in a timely manner in order to keep Council well informed. He/she should take a “no surprises/not being blindsided” attitude about sharing information with Council.

He/she should be forthcoming, out front, and transparent in dealing with issues of a public nature, yet discreet when dealing with sensitive employee or legal issues.

- **With Staff.** Be direct, yet not confrontational, working and communicating as a team to provide quality services to the City. Work with staff to objectively identify problems,



set out expectations to staff for resolving those problems, and hold staff accountable to do the work, while monitoring and mentoring where appropriate. Be a role model, supporting, leading and mentoring the staff at every opportunity. Be willing to delegate where appropriate, but pitch in as well, given the small number of employees. Be accountable to the staff. Lead by example. As with Council be transparent with staff, sharing goals, ideas, initiatives and issues with staff as a member of the City team. Be consistent and fair in the application of rules and procedures.

- **Community Involvement.** Desire and develop an understanding of the local history and culture, possess sensitivity to the diversity represented in the community and in Galveston County. Be willing to participate in and provide leadership in community affairs. Engage the public at community events and represent the City in a professional manner at all times. Be and show accountability to the public. Must value and celebrate the volunteers and the volunteer spirit in the community. Be involved in the organizations and alliance in the southern Form and maintain positive relationships with neighboring cities in the Clear Lake area and northern Galveston County, as well as the Galveston County government.

Make Clear Lake Shores more than just a job; make Clear Lake Shores home.

- **Qualifications**

- **Education.** The City Administrator should possess at least a bachelor's degree from an accredited college or university in business, public administration or a related field. (Exceptional work experience may substitute for a college degree.) Possession of a master's degree in a related field is a plus, or in the alternative a history of continued growth in management and leadership responsibilities, such as but not limited to Assistant City Administrator/Manager or Department Director, and a record of and continued desire for personal and professional growth opportunities. Is or will become an active member of TCMA.

**NOTE:** Ten years of broad Administrative/Managerial experience in a related or similar field may suffice for a college degree.

- **Experience.** The City Administrator should have at least 5 years' broad experience in local government or business upper management. Knowledge of finance (municipal preferred), public works operations, infrastructure operations, water and wastewater treatment and planning preferred. Experience in capital improvements projects, as well as knowledge of state and federal grant and regulatory programs is also desired.
- **Driver's License.** The City Administrator must have a valid Texas driver's license, or be able to acquire one shortly after residency, if from out of state.

- **Residency**

It is preferable although not required that the City Administrator and his/her family live in Clear Lake Shores. The City Council will make a decision depending on the candidate's circumstances.

- **Compensation**

- **Salary.** Depending on qualifications and experience, salary is approximately \$90,000 to \$115,000 annually.
- **Benefits.** The City of Clear Lake Shores participates in the Texas Municipal Retirement System (6%, 2:1). The City provides health/dental/vision insurance at 100% for the employee with dependent coverage available at 50% of cost. The City does NOT participate in the Social Security System. A car allowance (\$600/mo.) will be provided. The City will provide a phone for official use only. The City will pay for professional association dues, and participation in limited civic club membership.

Other benefits to participate in on a voluntary basis include: Accidental and Long-Term Disability insurance; basic term life insurance, deferred compensation through ICMA-RC; FlexPlan.

- **Moving Expenses.** The City will provide reasonable moving expense should they be needed.

## Other Opportunities

There are a number of shared services and cooperative agreements between the cities in the area.

**Clear Lake Shores Economic Development Corporation.** The Clear Lake Shores Economic Development Corporation oversees a Type B ¼% sales tax program. The Board is appointed by the City Council. The City Administrator is expected to be the face of the EDC and is expected to be the first responder to calls and contacts for economic development purposes. In addition, the City Administrator will be required to meet with and interface with the Board of Directors, at their regular meetings. The City Administrator will bring policy and recruitment issues to the Board, work with prospects and existing businesses, and coordinate with the Mayor on business recruitment and retention matters.

As mentioned earlier in this Profile, the City has limited room within its city limits and EJT for additional growth. Economic Development is an important aspect of the City Council's desires and expectations for the new City Administrator. It will be important for the applicant to include experience and successes in the area of economic development.

**Galveston County WCID #12.** Galveston County Water Control and Improvement District #12 is established under the Texas Water Code. The District provides water and sewer utilities to Clear Lake Shores, Kemah and a portion of unincorporated Galveston County. It is governed by an elected Board of Directors, sets the rates and fees, and operates the water and sewer utilities for the City. It also oversees the volunteer fire department.

**Volunteer Fire Department.** The Kemah-Clear Lake Shores Volunteer Fire Department is operated under the auspices of the Galveston County Water Control and Improvement District #12 (GCWCID#12). By contract KVFD provides fire emergency and fire marshal services to the City of Clear Lake Shores and to the City of Kemah. The VFD is governed by a seven-member Board providing oversight to the Department. Both Mayors and one Council member each from Clear Lake Shores and Kemah are four of the seven members; two representatives of the WCID and one citizen comprise the seven representatives. The KVFD is funded through a mandatory fee added to the utility bill from WCID #12 to all residential and commercial customers.

**Emergency Management.** The City Administrator should be aware that all cities in Texas have emergency management duties and responsibilities in times of natural or man-made disasters. The Mayor of the City is by statute the Emergency Management Director and is the designated official to declare an emergency within the City limits. The Emergency Management Coordinator assists in day-to-day planning and action before, during and after an emergency. The Police Chief serves currently as the EMC. The City Administrator may be designated as the Public Information Officer (PIO) during an emergency situation and will be required to interface with the media both personally, in print, and by other media forms. The City Administrator should take advantage of training opportunities provided in the region and state for emergency management purposes, should he/she not already be trained.

## **To Apply**

Apply at once by sending a cover letter, and complete resume of experience, education and background, current salary and a list of three personal references with contact information to:

Ron Cox  
Ron Cox Consulting  
120 St. Andrews  
Friendswood, Texas 77546  
281.543.0042  
<mailto:rcox@roncoxconsulting.com>

**Sending the information via email is required.**

Inquiries on a confidential basis to Ron Cox are welcome.

**Information from a candidate's resume may be subject to public disclosure under the Texas Open Records Act.**

Finalist candidates will be subject to a thorough background check to verify credentials, experience, history of financial responsibility, driving and criminal background history. Hiring policies outlined in the Employee handbook will be followed.

Additional information about the City of Clear Lake Shores is available on their website at [http://www.Clear\\_Lake\\_Shorestx.gov/](http://www.Clear_Lake_Shorestx.gov/). The City of Clear Lake Shores is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age and/or disability status in employment or provision of services.

## Appendix A

### CITY OF CLEAR LAKE SHORES Job Description 5-15-18

Job Title: City Administrator

Reports To: Mayor for all matters dealing with day-to-day.

Appointment/Dismissal: Shall be appointed by a majority of City Council members. Can only be dismissed with approval of City Council.

FLSA Status: Exempt

Position: Considered "At Will" per Texas Law

Annual Performance Review/Compensation: Shall receive an annual performance evaluation from the Mayor and City Council members. Council shall determine compensation or changes to compensation.

#### Authority and Responsibilities:

- Directs and engages in short-term and strategic planning for the development, acquisition and use of the city's human, capital and financial resources.
- Prepares and directs the preparation of policy and procedural proposals for review and adoption by the City Council.
- Monitors the implementation and progress of policies, procedures, programs and projects.
- With concurrence of city council, appoints/hires and dismisses all direct reports to the City Administrator as defined in the Code of Ordinances and other city employees through subordinates; evaluates performance of all such staff, resolves grievances and develops staff.
- The City Administrator shall serve as the zoning administrator and flood plain administrator unless those positions are delegated by the City Administrator to another qualified individual.
- Directs the preparation of the city's budget, monitors execution of the budget throughout the year to include review and approval of expenditures, check registers and overtime reports.
- Advises the Council on the City's financial status and fulfills the requirements of the Public Funds Investment Act for elected and appointed offices.
- Receives and responds to public inquiries, resolves or delegates the resolution of problems presented by citizens.
- Represents the city's interests in a variety of settings both inside and outside of the city; conducts on-site visits of city projects.
- Directs staff meetings, reviews status of staff projects, and reviews recommendations and projects completed by staff.
- Attends all city council meetings and attends committee meetings as needed.
- Participates in professional associations.
- Consults with city attorney to seek advice and legal opinions.
- Attends workshops and seminars to stay abreast of latest developments in topics bearing on the effective city administration, to include but not limited to federal and state regulatory changes

- Prepares and maintains a schedule of all dates of importance to the administration of the city, including but not limited to, contract renewals, budget preparation and adoption, recurring resolutions and ordinances, personnel evaluations, and committee appointments and renewals.
- Extent of decision making includes the following:
  - Decisions to be made are far reaching, thus requiring the ability to forecast consequences.
  - Conditions surrounding the problems are uncertain and involve highly sensitive matters.
  - Decisions affect the well-being of the organization or the well-being of the public.
  - Decisions require extensive broad experience in municipal government and in-depth knowledge of relevant laws and ordinances and public administration practices.
  - Examples:
    - Exercises authority and discretion in daily interpretation and execution of city-wide policies and procedures and programs.
    - Independent judgment and discretion is utilized in exercising the responsibilities.
  - Finances
    - Responsible for oversight of city budget.
    - Makes periodic reports to the city council on the status of the budget and other financial matters.
    - Authorized to make contractual commitments and sign checks for expenditures in accordance with spending authorities established by city council in Section 2-58 of the Municipal Code.
  - Public contacts (nature and identity):
    - Interacts with federal and state agencies to obtain information concerning rules, regulations and grants as well as other matters.
    - Provides or receives advice and guidance to/from federal, state, county and local elected officials, statewide organizations and elected officials' staffs concerning legislation.
    - Spokesperson with all media: broadcast, print and on-line.
    - Provides quotes and press releases for television, radio and newspaper media.
    - Discusses common issues with other city administrators/managers throughout the state.
    - Consults with school officials of CCISD to share projects, concerns and exchange information.
    - Interacts with consultants concerning project status.
    - Interacts with the public, both individuals and organizations concerning a wide range of issues bearing on city policies, procedures and programs.
  - Internal contacts (nature and identity): Principal contacts are with the mayor, city council and department heads to exchange routing information, coordinate work activities, provide advice and consultation and negotiate policies and procedures.
- Has knowledge in economic development laws, incentives, and initiatives to lead the overall economic development of the city.
- Performs all other related duties as assigned.

Knowledge and Abilities:

- Must possess skills in interpersonal techniques and communications.
- Knowledge of the operation of local government, public finance and related law is a must.

- Must possess the ability to oversee several projects simultaneously, deal effectively with elected officials, department heads, employees and the general public.
- Additionally, the City Administrator will attend any and all schools and seminars required by law in order to retain competency in those matters required.
- Minimum Education and Experience Required to Perform the Job:
  - Education. The City Administrator should possess at least a bachelor's degree from an accredited college or university in Government, Business, Public Administration or a related field. (Exceptional work experience may substitute for a college degree.) Possession of a master's degree in a related field is desirable but not required, or in the alternative a history of continued growth in management and leadership responsibilities and a record of and continued desire for personal and professional growth opportunities. Is or will become an active member of TCMA.  
NOTE: Broad Administrative experience in a related or similar field may suffice for a college degree.
  - Experience. The City Administrator should have at least 5 years' broad experience in local government or business upper management. Knowledge of finance (municipal preferred), public works operations, infrastructure operations, water and wastewater treatment, planning and economic development preferred. Experience in capital improvements projects, as well as knowledge of state and federal grant and regulatory programs is also desired.
- Knowledge or Skill Proficiencies:
  - Knowledge of Federal, State and local laws / regulations bearing on City programs.
  - Knowledge of business practices and protocol.
  - In depth understanding of municipal operations.
- Special Aptitudes and Abilities Required:
  - Excellent communications skills, both verbal and written. Must be able to make effective presentations to City Council, social and civic groups, negotiate with high-ranking officials, and represent the City in formal, as well as informal, settings.
  - Outstanding Administrative skills, to include ability to plan, organize, and direct multiple projects of significant importance to the public.
  - Ability to create a motivating work environment for administrators of diverse talents and personalities.
  - Philosophy oriented toward serving the public and acting as role model for other employees' interactions with the public.
  - Outstanding problem-solving and analytical skills; Must be able to find solutions to problems for which there may be no precedent.
- Required Licenses, Registries and Certifications:
  - Valid Texas Driver's License and a good driving record.

Working Conditions (General):

- Work is primarily in an office environment.
- Frequent work outside of regular office hours is required.
- Ability to operate office equipment.

Scheduled Working Hours:

- Full-time workweek is 40+ hours.
- Position requires a standard work schedule that will include evening and/or weekend hours.
- Attendance is an essential function of this position. Must report to work as scheduled and in a timely manner.
- Position may require 24-hour availability during emergency conditions.

**NOTE:**

Any applicant receiving a bona fide job offer for this position will be required to follow all procedures included in the Employee Handbook for newly hired employees, including but not limited to undergoing and passing a pre-employment physical examination, and criminal background check prior to employment.

All positions at the City of Clear Lake Shores require documentation of employment eligibility in accordance with Federal employment law.

Communication skills in English are required for some specific assignments based upon job-related needs for communication with the general public and/or co-workers. Bilingual skills (Spanish/English) are encouraged, but not required.

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

**The Job Description does not constitute an employment agreement between the City of Clear Lake Shores and the employee. This position is subject to change by the employer as the needs of the employer and requirements of the job change.**

**CITY OF CLEAR LAKE SHORES**  
**Job Description Supplement**  
**City Administrator**  
**5-15-18**

## Competencies Required

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - Synthesizes complex or diverse information; Uses intuition and experience to complement data.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** - Communicates changes and progress; Manages project team activities.
- **Customer Service** - Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** - Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives.
- **Visionary Leadership** - Inspires respect and trust; Provides vision and inspiration to peers and subordinates.
- **Change Management** - Communicates changes effectively; Builds commitment and overcomes resistance.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.



- **Leadership** - Exhibits confidence in self and others; Effectively influences actions and opinions of others.
- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Is available to staff.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Business Acumen** - Understands business implications of decisions; Aligns work with strategic goals.
- **Cost Consciousness** - Works within approved budget; Conserves organizational resources.
- **Diversity** - Promotes a harassment-free environment.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support** - Follows policies and procedures; Supports organization's goals and values.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation.

# Appendix B – Organizational Chart



