



DATE	JULY 2024
JOB CODE	
FLSA	EXECUTIVE EXEMPT
EEO	

JOB TITLE: Executive Director
 DEPARTMENT/DIVISION: City Manager’s Office
 REPORTS TO: Assistant City Manager/City Manager

SUMMARY: Under the direction of the City Manager’s Office, plans, develops and directs assigned divisions of responsibility. Establishes goals and objectives, acts as spokesperson for the City .

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes, and directs all aspects of personnel, budgeting, general administration, and capital needs assessment.
- Develops, recommends, and implements policies and procedures, internal controls, and goals and objectives in accordance with departmental needs, City directives and legal requirements.
- Develops long-term plans to improve operations. Evaluates pending legislation and statutes and responds to changing regulations and technology.
- Manages and coordinates multiple departmental services to ensure efficient operation and service delivery.
- Serves on community boards and commissions as appropriate and meets with community groups to address public concerns.
- Acts as the spokesperson for their respective departments, engaging in public relations with various organizations and the public. Responds to public inquiries, investigates complaints, and takes corrective action as appropriate. Delivers presentations to a variety of audiences regarding issues and studies.
- Attends meetings, performs research, submits reports, and recommends policies and programs. Research questions dealing with current and long-range issues.
- Keeps abreast of modern developments and evolving issues through continued education and professional growth.
- Coordinates resources across departments to create efficiencies and cooperation to meet combined goals and objectives.
- Performs other related work as required.

POSITION SPECIFIC JOB FUNCTIONS:

Development Services

- Directs and manages the economic development program, including recruiting and retaining commercial, industrial, retail, and restaurant clients, as well as facilitating international trade and investment opportunities. Also plans, directs, and manages activities and operations of Building Inspection and Planning, including Transit-Oriented Development.

Public Safety

- The Director of Public Safety is responsible for managing and overseeing all public safety functions, including strategic planning, personnel management, budgeting, and administration. This role involves developing and implementing policies and procedures, as well as formulating long-term plans to enhance public safety operations, law enforcement, fire prevention, and emergency response. The Director evaluates and adapts to new legislation, regulations, and technologies to ensure compliance and effectiveness.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervisory responsibility assigned departments.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of management principles
- Knowledge of public administration and governmental operations
- Knowledge of strategy development principles and procedures
- Knowledge of program development and administration principles and practices
- Knowledge of public relations principles
- Skilled in monitoring and evaluating employees
- Skilled in prioritizing and assigning work
- Skilled in providing leadership
- Skilled in managing projects
- Skilled in speaking in public
- Skilled in analyzing and developing policies and procedures
- Skilled in analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals
- Skilled in mediating and resolving conflict
- Skilled in preparing and administering budgets
- Skilled in managing change and sensitive topics
- Skilled in planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects
- Skilled in reading, interpreting, applying, and explaining laws, codes, ordinances, rules, regulations, policies, and procedures
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations
- Skilled in maintaining sensitive and confidential information
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals
- Skilled in communicating effectively with a variety of individuals

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in General Business or Public Administration or a related field

- Eight years of progressively responsible experience, including three years at the Department Director level, or its equivalent.
- Specific for Public Safety, must qualify for and maintain compliance with Criminal Justice Information Systems access requirements
- Must possess or be able to obtain and maintain a valid Texas driver's license

PREFERENCES:

- Master's Degree in General Business or Public Administration or a related field preferred
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WORKING CONDITIONS:

- Frequent sitting, talking, seeing, hearing, and manual dexterity
- Occasional lifting and carrying up to 10 pounds
- Work is typically performed in a standard office environment
- Depending on area of assignment, may work in an outdoor environment, with potential exposure to adverse weather conditions
- Depending on area of assignment, may occasionally work near moving mechanical parts
- Depending on area of assignment, may occasionally be exposed to risk of electrical shock, vibration, fumes, airborne particles, infectious diseases, criminal suspects, and/or prison inmates

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test
- Must pass criminal history check
- Must pass motor vehicle records check