



ADMINISTRATION CITY MANAGER

Pantego occupies about one square mile in the heart of Dallas-Fort Worth (DFW) – the nation's fourth largest metro area. We are two miles north of I-20 and bounded on three sides by Arlington.

Though our weekday population exceeds 200,000, the residential population is just 2,650.

Staff, under the direction of the Mayor and Council, strive to preserve the small-town charm that our residents appreciate. Still, Town Hall is within ten miles of AT&T Stadium (home of the Dallas Cowboys), Globe Life Field (home of the Texas Rangers), Texas Live!, and Six Flags; or, thirty minutes from Fort Worth's historic Stockyards, downtown Dallas, or DFW International Airport.

HISTORY & FORM OF GOVERNMENT
COMMUNITY PROFILE

*"SMALL TOWN CHARM...
BIG CITY OPPORTUNITIES"*

QUALIFICATIONS

- Bachelors in business or public administration (or related field) is preferred
- Certified Public Manager
- Valid Texas Driver's License
- 5+ years of administrative municipal government experience
- Pre-employment drug screen

STARTING PAY (DOQ)

\$110,000 – \$135,000

APPLY TODAY

TOWNOFPANTEGO.COM/JOBS

Submit application to:

HR@townofpantego.com

Christie Barris

Director of Human Resources

1614 S Bowen Road,
Pantego, TX 76013

Resumes are welcomed as an accompaniment to applications but cannot be provided in lieu of. The Town of Pantego is an equal opportunity employer. The Texas Public Information Act (PIA) may require disclosure of applicant information.

ROLE SUMMARY

Appointed by the Town Council, the City Manager plans, organizes, fiscally controls, reviews and evaluates directly or through delegation the operations, programs, services and personnel performance of the Town of Pantego; executes the policies and programs determined by the elected Mayor and Town Council; ensures adherence to the annual budget; ensures development and execution of strategic plans; ensures the general needs of the citizens of Pantego are known and served, while complying with applicable laws and regulations.

ADMINISTRATION: CITY MANAGER	
CLASSIFICATION	☒ Full-Time ☐ Part-Time ☐ Seasonal ☐ Temp/Intern ☐ Hourly (<i>Non-Exempt; Eligible for OT, as approved</i>) ☒ Salary (<i>Exempt</i>)
STARTING PAY	\$110,000 - \$135,000 (DOQ)
SCHEDULE	Monday through Friday, 8 a.m. to 5 p.m., plus after-hours meetings <i>Must attend all Regular and Specially-called Town Council and Pantego Economic Development Corporation (PEDC) Meetings; See townofpantego.com/calendar</i>
FACILITY	Town Hall (1614 S Bowen Road, Pantego TX 76013)
REPORTS TO	Mayor and Town Council (appointment and annual review)
WORKS ALONGSIDE	Directors and Chiefs
COORDINATES WITH	Elected and Appointed Officials (both internal and external); all community stakeholders
SUPERVISES	Town Staff

ESSENTIAL FUNCTIONS

- Directs and oversees all municipal functions by enforcing all policies and procedures governed by Town code, ordinances, and resolutions.
- Plans, organizes, coordinates, and directs the work of the Town through Department Directors, and support staff, except those required by the Mayor or Town Council.
- Develops and directs the implementation of goals, objectives, policies, procedures, priorities, and work standards for each Town department in accordance with the mission established by the Town Council.
- Interacts with elected officials and boards and commissions by addressing, implementing, and enforcing all legislative policy decisions; acting as the liaison between council and the public; and coordinating and attending council meetings.
- Analyzes complex technical and administrative municipal challenges, evaluates solutions, and implements effective courses of action.
- Involves administrative team in improving and/or resolving operational and administrative issues.
- Reviews, and approves agendas and other materials for all meetings held by the Town Council and attends and assists with said meetings.
- Coordinates the preparation of a wide variety of reports or presentations for Town Council or other outside agencies.
- Prepares and submits to the Town Council, at the end of each fiscal year, a complete, comprehensive report on the financial status and administrative activities of the Town for the preceding year; submits recommendations for tax rates and other financial instruments.
- Following meetings, ensures the implementation of actions approved by the Town Council

Items described herein are illustrative of the types of tasks that may be required. However, job descriptions published by the Town of Pantego, Texas, (townofpantego.com/jobs) are not intended to be exhaustive of all responsibilities, duties, or skills required. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the role. Each role and its related compensation and benefits are subject to review and alteration at any time – with or without notice. Though every effort is made to ensure accuracy, errors contained within shall not be legally binding nor shall they create any obligations.

The Town of Pantego does not discriminate based on disability in its hiring or employment practices and complies with all regulations promulgated by the EEOC under Title I of the ADA. If you require reasonable accommodation during the application process or have a question regarding an essential job function, call 817-617-3722 or Relay Texas by dialing 7-1-1. View additional information at townofpantego.com/HR.

- Manages the Town's economic development process and program, directs research and analysis; synthesizes information and presents findings and proposals on behalf of the Town. Works with citizens and developers in the negotiation of service provision, and other economic development issues.
- Ensures Town compliance with state, federal, and local statutes, and regulations, as well as with grant and contract provisions.
- Performs other duties as may be prescribed by ordinance or resolution of the Town Council.

REQUIREMENTS

Education, Certification, and Experience:

- Bachelor's degree or Master's degree in public administration, Business Administration or closely related field is highly desirable.
- Requires over five (5) years of progressively responsible administrative and executive management experience in municipal government or public administration.
- Certified Public Manager (CPM) or able to obtain CPM within two years of employment required.
- Valid Texas drivers license
- Pre-employment drug screening

Required Knowledge, Skills, and Abilities:

- Considerable knowledge of the operations typical of municipal services.
- Knowledge of applicable federal, state, and local laws, rules and regulations pertaining to local government operation.
- Must possess effective oral and written communication skills.
- Ability to respond to emergency and problem situations constructively and develop effective resolutions.
- Ability to negotiate and handle sensitive matters of a confidential, political, and/or sensitive nature.
- Ability to operate a computer using standard word processing and spreadsheet software
- Ability to practice good time management skills.
- Ability to plan, initiate and implement changes of policies, practices and behaviors overcoming potential resistance, conflicting expectations, and controversy.

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