

# POSITION DESCRIPTION

## *City Administrator/Port Authority Director*

<b>Department:</b>	Administration
<b>Grade:</b>	40
<b>Bargaining Unit:</b>	Non-Union
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	City Council
<b>Date:</b>	July 2026

### **General Purpose**

Under limited direction, this managerial position performs high level administrative, technical and professional work; and is responsible for organizing, directing, and coordinating city government operations in accordance with city charter, ordinances and administrative direction provided by the Mayor and City Council.

### **Complexity**

The overall complexity of this position is advanced. While performing the normal duties of this job, work demands great depth of analysis to identify the nature and extent of problems, develop new methods, and deal with many variables including some that are unclear or conflicting. This is in addition to work that requires many different processes and methods.

### **Responsibility**

#### Supervision

Limited direction is provided while performing the normal duties of this job.

This position exhibits formal supervisory responsibilities as a manager in charge of multiple diverse functions. Exercises managerial authority and supervision over all municipal employees either directly or through subordinate supervisors. Directly supervises all department head level positions, information services manager, city clerk and administration, clerk & cashier.

#### Impact

While performing the normal duties of this job, this position's work affects the work of other experts, influences important professional or administrative activities of the City, or impacts the wellbeing of many groups of people.

### **Job Duties or Essential Functions**

The essential functions of the position include, but are not limited to the following:

- Oversees and coordinates the operation of all departments in City government including personnel, equipment, and facilities.
- Signs and attests contracts and agreements entered on behalf of the City.
- Monitors City operations to ensure compliance with applicable laws, regulations, rules, policies, and ordinances.

- Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, direction of work, discipline, and adjustment of other employees' grievances on behalf of the employer.
- Develops and implements administrative policies, resolutions, procedures and guidelines in cooperation with City Council. Advises department heads and other employees of administrative procedures and policies.
- Oversees City communication, public relations and media relations and acts as a liaison to community groups and other governmental agencies.
- As the Executive Director of the Port Authority; coordinates the planning and community development activities and projects; and assists with the Development Corporation of Austin in economic development activities.
- Works cooperatively with department heads and the City Attorney to develop, review, and coordinate development agreements for residential subdivisions and commercial development projects.
- Develops and ensures City Council is fully advised on the city's financial condition and needs; and prepares and submits the annual budget and audit to City Council.
- Collaborates with department managers to prepare the comprehensive annual financial report and annual budget.
- Performs cost control, monitors revenues and expenditures; and assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Supports the development of the employer's labor relations strategy by researching, compiling, and analyzing relevant information, and represents the employer in the collective bargaining process as necessary.
- Leads and manages departmental operations by setting work priorities, coordinating assignments, monitoring workflow, and evaluating procedures to improve efficiency, effectiveness, and consistency.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Oversees and manages department activities, special projects to ensure that they align with policies, goals and objectives of the City Council
- Communicates official plans, policies, and procedures to Council, staff and the public.
- Attends all meetings of the Council and various other local, regional and state meetings as necessary; and serves as the City's key representative in cooperative efforts with other governmental or private entities.
- Sees that all laws and ordinances are faithfully performed; resolves grievances; performs or assists subordinates in performing duties; and adjusts errors and complaints.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations.
- Develops and executes a long-range vision for the community, facilitating input from the Council and staff; and coordinates department activities with other departments and agencies as needed
- Performs other duties as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

## **Minimum Qualifications**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

### Education

Four-year Bachelor's Degree in Political Science, Business or Public Administration

### Experience

Five (5) years of experience in local government and financial management

### Trainings, Certificates and Licenses

There are no minimum trainings, certificates, and licenses required for this position

## **Desired Qualifications**

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

### Education

Advanced degree equaling a Master's Degree in Public or Business Administration

### Experience

Eight (8) years of experience in local government and financial management

### Trainings, Certificates and Licenses

There are no minimum trainings, certificates, and licenses required for this position

## **Required Physical Abilities and Work Conditions**

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Hazards

While performing the duties of this job, this position may occasionally stand, and drive; frequently finger/enter data/keystroke; and continuously sit and talk.

While performing the duties of this job, this position will use close vision, and color vision.

While performing the duties of this job, this position will use their right and left hand for fine handling or manipulation.

### Surroundings

While performing the duties of this job, this position will experience exposure to inside environmental conditions.

**The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.**