Job Advertisement: City Administrator
Municipality: City of Presidio, Texas
Classification: Full-Time, Exempt
Salary Range: Competitive / Dependent on Qualifications (DOQ)
Closing Date: Open Until Filled

Position Summary
The City is seeking a visionary, strategic, and highly qualified professional to serve as its next City Administrator. Operating under the statutory guidelines of a Texas General Law Type-A Municipality (Texas Local Government Code Chapter 22), the City Administrator serves as the chief administrative officer of the city. This position is responsible for directing, coordinating, and managing the daily operations of all municipal departments, executing policies established by the Mayor and City Council, and ensuring the sound financial and administrative health of the community.

Essential Duties and Responsibilities

- **Administrative Oversight:** Direct the daily operations of all city departments, including administration, finance, public works, utilities, public safety, and community services.
- **Council-Staff Relations:** Act as the primary liaison between the Mayor, City Council, and municipal staff; prepare comprehensive agenda materials, policy briefs, and administrative reports.
- **Fiscal Management:** Oversee the development, implementation, and monitoring of the municipal budget; ensure strict compliance with Texas municipal audit and financial disclosure laws.
- **Grants & Intergovernmental Relations:** Supervise the administration of state and federal grants; maintain active partnerships with county, state, and federal agencies.
- **Personnel Leadership:** Appoint, manage, evaluate, and discipline municipal personnel in strict accordance with the City's Personnel Policies and Procedures.
- **Public Relations:** Represent the municipality professionally in public forums, media inquiries, and community engagement initiatives.
- **Minimum Qualifications**
- **Experience:** Experience preferred but not required; progressive municipal management experience, ideally as a City Administrator, Assistant City Administrator, or department head.
- **Statutory Knowledge:** Thorough operational knowledge of the Texas Local Government Code, Texas Open Meetings Act, Public Information Act (PIA) requests, and municipal budgeting processes.
- **Language Skills: Bilingual proficiency (English and Spanish) is highly encouraged** and preferred to effectively serve our diverse community.
- **Licenses:** Must possess a valid Texas Driver's License (or have the ability to obtain one within 30 days of hire) and maintain an acceptable driving record.
- **Key Core Competencies**

- Demonstrated expertise in human resource management, staff development, and maintaining high workforce morale.
- Exceptional written and oral communication skills; capability to draft formal municipal correspondence, grant proposals, and public notices.
- ***Uncompromising ethical standards, emotional intelligence, and professional transparency.***

The City offers a competitive benefits package including:

- Participation in the Texas Municipal Retirement System (TMRS)
- Comprehensive health insurance, other benefits
- Paid vacation, sick leave, and holidays
- Professional development and certification support

How to Apply

Interested candidates should submit a professional cover letter, a comprehensive resume, and a list of five professional references to:

Human Resources / City Secretary's Office
Email: bornelas@presidiotx.us
Mailing Address: City of Presidio / City Secretary's Office
507 W O'Reilly Street
PO Box 1899
Presidio, TX 79845

The City of Presidio is an Equal Opportunity Employer