



Job Announcement

March 1, 2019

The City of Live Oak is currently accepting applications for the position described below.

The City of Live is an Equal Opportunity/Affirmative Action Employer.

Job Title:

Assistant City Manager

General Statement of Duties:

The purpose of this position is to assist with management and direction of the operational activities for the City. This is accomplished by directing the activities of various departments, completing research and analysis on specific projects, solving problems, facilitating activities and meetings, monitoring expenditures, reviewing policies and procedures related to any specific issues, establishing goals, reviewing major projects, evaluating staff performance, and coordinating activities with elected officials and outside agencies. Other duties include completing special projects as assigned, and acting in the absence of the City Manager.

Essential Functions:

Directs operational and professional staff activities of departments by scheduling and assigning projects; participating in program review and updates; resolving issues and disputes; managing resources; reviewing progress and recommendations; and monitoring departmental and employee goals and performance.

Provides leadership to the organization by representing the City in Council meetings; coordinating Council concerns and providing resolutions; reviewing program agendas; developing goals and objectives by participating in strategic planning; developing and managing budget expenditures; conducting organizational and management studies; and identifying organizational challenges and recommending solutions.

Provides administrative support to the City by assisting citizens with concerns and questions; ensuring compliance with all rules and regulations; reviewing reports; recommending initiatives or corrective actions; and reviewing invoices and signing checks.

Required Experience and Training:

Bachelor's degree with over nine years' experience.

Required Certificates and Licenses:

Valid Driver's License.

Starting Salary:

\$101,944.65 - \$110,856.91 annually or higher depending on experience &/or qualifications. Step increase after successful six month probation.

Benefits:

Health, Dental (DHMO Plan) and Basic Life, LTD & AD&D paid at 100% for employee along with 45% dependent coverage. Voluntary plans Vision, Additional Life/AD&D, STD and FSA. Retirement Plan - Texas Municipal Retirement System (TMRS) The City matches two to one. An employee becomes vested with the City at five years unless eligible for prior year service credit.

Closing Date:

Until filled

Applications and additional information can be found on the city's web site:

<http://www.liveoaktx.net/departments/human-resources/current-job-opportunities>

Applications will be accepted by fax at 210-653-0015, can be emailed to hr@liveoaktx.net, at the address listed below between the hours of 8:00 a.m. and 5:00 p.m., on the official application form. Applications and additional information is available at * www.liveoaktx.net/departments/human-resources/current-job-opportunities *or by contacting: *City of Live Oak Human Resources* * 8001 Shin Oak Drive * Live Oak, TX 78233 * 210-653-9140*

** This job description does not take into account potential reasonable accommodations for the purpose of compliance with the Americans with Disability Act (ADA).*