

City Administrator
Uhland, Texas
Job Description

The City of Uhland, Texas (Population 1,588) is seeking an experienced municipal management professional to serve as the City Administrator. Uhland is a fast-growing Type A General Law City in Hays and Caldwell counties, with mayor-council form of government.

Responsibilities

The City Administrator serves as the chief administrative officer of the City and is responsible for the proper administration of all the affairs of the City of Uhland including Budget/Finance, Public Works, Solid Waste, City Secretary, Code Enforcement; and Planning and Development. The City Administrator manages and directs the City's activities with outside agencies and provides highly responsible and complex administrative support to the Mayor and City Council. The City Administrator assures that all laws and City ordinances are enforced; manages, directs and coordinates activities of all department heads and subordinate officers and employees; and performs other duties assigned. The City Administrator reports to the Mayor and City Council.

- Provide oversight of employment within the city: employ, terminate, discipline, suspend, or remove employees according to City policy
- Recommend to the City Council salaries to be paid to each appointed officer and subordinate employee of the City
- Attend all meetings of the City Council
- Prepare the budget annually and submit it to the City Council
- Responsible for budget administration on approval of City Council
- Make a full written report to the City Council at the close of each month's accounts showing the operations and expenditures of each department for the preceding month and a comparison of monthly such spending by departments with the monthly allowances made for such departments in the annual budget
- Keep the City Council aware of the financial condition and future needs of the City and make such recommendations as advisable
- Prepare and submit to the City Council at the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year
- Make other reports as the City Council may require concerning the operations of the City departments, offices, and agencies subject to the direction and supervision of the City Administrator
- Recommend policy to the City Council and guide implementation of policy
- Act as purchasing agent for the City and to purchase all merchandise, material, and supplies needed by the City
- Recommend and oversee such rules and regulations governing requisitions and transactions of business by heads of the departments, officers, and employees of the City as the City Council may approve
- Advise and counsel the Mayor, City Council and Economic Development Corporation regarding economic development opportunities
- To recommend such measures and perform such other duties as may be prescribed or required by the City Council.

Qualifications

Candidates must possess a solid administrative background, excellent interpersonal skills and communications skills, prioritize community engagement, and understand city finance and budget processes. The successful candidate will be proficient in finance, human resources, general management, and technology, including Windows and Microsoft Office, and have a solid understanding of the operations of a municipal government. Candidates should possess experience and familiarity with municipal economic development programs.

EDUCATION: Bachelor's Degree, Master's preferred, in Public Administration or business-related field.

EXPERIENCE, TRAINING, KNOWLEDGE & SKILLS: A minimum of five-years' experience in municipal government administration either as a City Administrator/Manager, Assistant City Administrator/Manager or Major Department Head in an equivalent size or larger city.

SALARY: \$106,000

Submit resumes by April 30th, 2025 to:

Vicky Rudy

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