The City of Granger is a Type A General Law City that operates on a Mayor-Council form of government, seeking a City Administrator/City Secretary, hired by the Mayor and City Council. The City of Granger is looking for a dynamic, innovative professional with a documented record of leadership and comprehensive knowledge of city administration, governmental finances and budgeting, planning and zoning, record retention, agendas and minutes and strategic planning is needed. Outstanding skills in supervision and oral/written communication along with the ability to interact with elected officials in developing policies and procedures that evolve with the City as well as in creative problem solving are desired.

ESSENTIAL DUTIES, RESPONSIBILITIES AND QUALIFICATIONS:

1. Attends all meetings of the council with a right to take part in the discussion but having no vote and to be notified of all special meetings of the council.
2. Provides proper legal notice of all official meetings of the City Council. Maintains and enforces compliance with all provisions of federal, state and local laws, ordinances and resolutions.
3. Provides maintenance and custodianship of the minutes of the City Council meetings. Provides that all contracts with the city are faithfully kept and performed and, upon knowledge of any violation thereof, to call the same to the attention of the council. Provides to the City Council in a timely manner all reports, documents, tax rolls and other written documents of the city business as required by law and prudent management.
4. Serves as the Administrative Officer of the city, subject to policies set forth by the Mayor and City Council.
5. Oversees the City Building Official.
6. Must have the ability and/or training to deal with conflict resolution.
7. Devotes all working time and attention to the affairs of the city and to be responsible to the Mayor and City Council for the efficient administration of the city’s affairs.
8. Supervises Administration Department employees.
9. Maintains files of official City documents and records.
10. Prepares and maintains City Council agendas and minutes. Drafting City ordinances and resolutions. Signs/seals as approved.
11. Conducts City elections- Prepares election orders, notices, candidate application packets, and other required documents. Partners with County Elections Administrator to secure election personnel and equipment.
12. Administers oath of office.
13. Prepares, posts and advertises notice of official meetings as legally required.
14. Maintains and distributes code of ordinances.
15. Acts as budget officer under the direction of the Mayor and, as such, to prepare and submit to the council, prior to the beginning of each fiscal year, a budget of the proposed income and expenditures for the ensuing year, and to file the budget as required by state law after approval.
16. Certifies permit applications and issues permits and licenses as prescribed by City ordinance.
17. Provides assistance and information to staff and citizens regarding City ordinances, regulations, etc.
18. Countersigns checks, official documents and licenses.
19. Attends City and Community Activities.
20. Joins and becomes an active member of local civic and community group(s).
21. Be required to attend courses/seminars as they pertain to the city and/or job duties.
22. Creates 5-10-15 year plan and presents to Mayor and City Council.
23. Forms committees and maintains communication between committees and Mayor/ City Council, once committees are approved by Mayor and City Council.
24. Subject to performance review by the Mayor.
25. Perform other duties as assigned.

Job Requirements

Knowledge, Skills, and Abilities
1. Knowledge of planning and zoning, variances, plats, subdivisions, etc.
2. Social media experience in Facebook, Twitter, LinkedIn, YouTube, as well as experience maintaining a city website.
3. Proficient in Microsoft Word, Excel, Power Point and Email.
4. Experience in operating audio/visual equipment to record City Council meetings.
5. Handles other assignments and performs other duties as assigned by the Mayor and City Council.
6. Excellent organizational, time management, and interpersonal skills.
7. Ability to maintain confidentiality.
8. Exceptional problem-solving skills with consistent follow through.
9. Attention to detail and accuracy.
10. Excellent collaboration, verbal and written communication skills.
11. Ability to work well with all levels of staff as well as external customers and vendors.
12. Strong work ethic and the ability to multi-task.
EDUCATION/EXPERIENCE

• High school graduate or equivalent required
• Bachelor degree or equivalent experience preferred.
• Minimum of three years’ experience in a municipal government setting
• Notary Public within six months of employment
• Possess a current Class C driver’s license

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

Resume and City Application can be emailed to cityadmin@cityofgranger.org

The City of Granger is an Equal Opportunity Employer.