



**Job Announcement
Assistant City Manager**

Department:	City Manger	Posted:	11/24/2021
Position:	Assistant City Manager	Closed:	Until Filled
Salary:	Up to \$72,250.00	Classification:	Exempt

Summary / Objective

The City of Palmview is looking for an Assistant City Manager with a focus on the City’s financial operations and programs including public safety operations. This includes, but is not limited to, directing the City’s financial reporting, accounting, accounts payable, accounts receivable, payroll procurement, financial planning, budgeting, and debt programs. Supervises the Finance, Human Resources, Municipal Court, Planning/Code Enforcement, Parks & Recreation, City Secretary Office, Police, and Fire Departments. Serves and assists City Manager in daily operations of the city.

Duties and Responsibilities

- Ensures the highest level of financial accountability and transparency to the City Council, City Management, and Citizens.
- Maintains and encourages the highest ethical standards.
- Participates in strategic planning and policy development processes for the City.
- Plans, organizes, and directs activities related to the development, implementation, and oversight of the annual operating budget and capital improvement program.
- Maintains excellent customer service to both internal as well as external customers.
- Communicates effectively, both orally and in writing, with small and large groups, management, media, citizens, employees, and City Council Members.
- Manages and directs the administration of the Human Resources division operations and maintains positive and effective working relationships with the city staff.
- Initiates and participates in the development of City policy.
- Serves as a member of the Management Team.
- Provides counseling and coaching to subordinate managers.
- Ensures appropriate action of subordinate supervisors on disciplinary actions.

- Establishes and/or approves performance standards governing the quality and quantity of work in each respective operating division.
- Ensures compliance with all City personnel policies.
- Evaluates and holds subordinates accountable toward accomplishment of daily activities and long-term goals.
- Provides oversight of the City's utility customer service billing and call operations.
- Responsible for making presentations to the City Council and other groups concerning financial and budgetary information for the City.
- Manages and directs the administration of the City's accounting operations, which includes the oversight of the City's financial system.
- Establishes and enforces financial policies.
- Ensures adherence to Governmental Accounting Standards Board (GASB) pronouncements.
- Produces monthly, quarterly, and year-end (Comprehensive Annual Financial Report) financial reports.
- Ensures proper internal financial controls are established and followed.
- Serves as the City's liaison with external auditors, financial advisors, and bond counsel.
- Establishes and maintains accounts receivable processes for all receivables to the City, including the use of collection agencies, law firms, and other collection resources.
- Manages and controls the accounts payable process for the City.
- Develops, monitors, and implements the cash management program for the City, including oversight of the City's investment portfolio.
- Ensures strict adherence to the City's Investment Policy and state investment laws.
- Serves as the liaison to the bank depository and oversees all banking relationships.
- Responsible for debt management in the City, including oversight of debt planning, debt issuance, and preparation of official statements.
- Develops and implements financial statistical measures to evaluate the existing and future financial condition of the City.
- Oversees and prepares cost-benefit, statistical, economic, market, and other analysis.
- Monitors state and federal legislative initiatives to analyze the effect of proposed legislation to the City of Palmview.
- Plans, organizes, and oversees the preparation of the annual cost allocation program.
- Develops the long-range financial forecast, monitors financial condition, and establishes plans to ensure continued financial solvency in conjunction with the financial forecast.
- Monitors and reports revenue trends.
- Develops short and long-term revenue management strategies and recommends alternatives that achieve organizational goals.
- Manages and directs the oversight of the City's procurement process, ensuring adherence to City policies and state procurement laws.
- Responsible for ensuring proper calculation of the City's tax rate.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Qualifications

Knowledge of:

- Governmental accounting theory, principles and practices, and their application to a variety of municipal accounting transactions.
- Investment fund management and municipal debt administration.
- Purchasing and materials management.

Ability to:

- Perform a broad range of supervisory over others.
- Plan, organize, and direct activities related to accounting, purchasing, warehousing, cash management, investments, and debt management.
- Exercise good judgement.
- Work cooperatively with others.

Additional requirements:

- Some positions will require the performance of other essential and marginal functions.
- Receive 10 hours of state approved investment officer training, every two years.
- Must be bondable.
- Must hold a current valid class "C" driver's license from the Texas Department of Public Safety with a satisfactory driving record.

Education & Experience:

- Bachelor's Degree from an accredited college or university in Accounting, Finance, or related field.
- A Certified Public Accountant (CPA) Certification preferred.
- A Certified Government Finance Officer (CGFO) designation preferred.
- Job Requires a minimum of five (5) years of supervisory experience in Accounting, Finance, or related field preferred.

AAP/EEO Statement

The City of Palmview is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Palmview will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Application Process

Send Cover Letter, Employment Application, and Resume to:

City of Palmview
Human Resources Office
400 West Veterans Blvd.
Palmview, Texas 78572

Or email: jobs@cityofpalmview.us

For more information call us at: (956) 432-0300