



## CITY OF GUNTER POSITION DESCRIPTION

**Position Title:** City Manager  
**Salary Range:** \$5,961-\$7,115.38 BiWeekly  
\$155,000.00-\$185,000.00 Annually  
**Exempt Status:** Exempt

**Department:** City Manager's Office  
**Date:** September 27, 2023  
**Revision Date:**

### GENERAL PURPOSE

The City Manager serves as the Chief Administrative and Executive Officer of the city and shall be responsible to the City Council for the efficient administration of all city affairs and assures all laws and city ordinances are enforced; is responsible for planning, managing, and providing direction for all city operations; drafts and implements operational policies and procedures and manages city and resources; appoints and removes staff and implements policy as established by the City Council. Work is performed with general direction, working from broad goals and policies. The City of Gunter is a General Law city with a City Manager/Council form of government.

### SUPERVISION RECEIVED

This position reports directly to City Council.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City Manager's responsibilities will vary greatly from year to year, and will be determined by the changing needs of the City of Gunter, as well as direction from City Council. Great latitude is given as to what projects will be undertaken, and where the emphasis will be placed. They may include but are not limited to, the following:

- A. Appoint, suspend, discipline, and remove all City employees and appointive administrative officers, except as otherwise provided by law, or personnel rules adopted pursuant thereto;
- B. Direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by law;
- C. Ensure that all state laws and City ordinances are effectively enforced;
- D. Attend all City Council meetings, with the right to take part in discussion, the City Manager shall not vote;
- E. Prepare or designate an appropriate department head or City employee to prepare items for inclusion in the official agenda of all City Council meetings and meetings of all boards and commissions;
- F. Prepare and recommend to the City Council the annual budget and capital program, and ensure that the City operates within the budget adopted by the City Council;
- G. Keep the City Council fully advised at least quarterly as to the financial conditions and future needs of the City, and make such recommendation concerning the affairs of the City, as the City Manager or the City Council deems desirable or necessary;
- H. Make reports as the City Manager or the City Council may require concerning the operations of the City departments, offices, or agencies subject to the City Manager's direction or supervision; and

- I. Perform such other duties as are specified or may be required by the City Council, and are consistent with ordinances or state or federal law.

## **DESIRED MINIMUM QUALIFICATIONS**

### Necessary Knowledge, Abilities and Skills

- Must have excellent leadership, organizational, customer and public relations, and budgetary skills.
- Must be able to evaluate the outcomes of problem solution to identify lessons
- Must be able to bring others together to reconcile differences
- Must be able to effectively communicate with an audience in a public speaking environment
- Must have excellent communicative skills, both oral and written.
- Must always maintain a professional and pleasant demeanor.
- Must be able to manage multiple projects, meet deadlines, prioritize, and organize work assignments, work well under pressure and stress, and make competent decisions.
- May work extra hours, as needed, to attend board, council, and other related meetings.

### Minimum Education, Experience and Certifications

Bachelor's degree from an accredited college or university, plus seven years of progressively responsible administration experience in municipal government or related field.

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities; to include public safety experience in Police, Fire, and EMS.

## **TOOLS AND EQUIPMENT USED**

The essential functions of this position require the daily use of a personal computer, telephone, copier, calculator, fax machine, standard office equipment, audio/visual equipment, and department vehicles.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

Work performed is primarily light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.*

The person performing the duties of the City Manager may encounter people exhibiting hostile or otherwise difficult behavior.

---

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reviewed:

\_\_\_\_\_  
Mayor Date

\_\_\_\_\_  
City Manager Date