



Town of Argyle · 308 Denton Street E · PO Box 609 · Argyle, TX · 76226

## JOB DESCRIPTION TOWN OF ARGYLE, TEXAS

**POSITION TITLE:** Town Administrator  
**DESCRIPTION DATE:** March 24, 2020  
**DEPARTMENT:** Administration  
**REPORTS TO:** Mayor and Town Council  
**SALARY:** DOQ

### DUTIES AND RESPONSIBILITIES

The Town Administrator shall be the Chief Administrative Officer of the Town and shall be responsible to the Town Council for the proper management and administration of all affairs of the Town as set forth by Town ordinances, resolutions, other directives as established by the Town Council, and applicable state law. The Town Administrator shall have, but shall not be limited to, the duties and responsibilities outlined below:

1. Prepare a plan of administration, including an organizational chart, which defines authority and responsibility for all positions of the Town.
2. Establish administrative procedures to increase the effectiveness and efficiency of the Town government according to best practices in local government and in accordance with the adopted budget of the Town.
3. Recruit, hire, evaluate, promote, discipline or terminate employees in departments reporting to the Town Administrator in accordance with adopted policies.
4. Manage and direct the work of Town employees.
5. Attend or appoint a representative to attend all meetings of the Town Council with a right to participate in the meetings, unless excused by the Mayor or by majority vote of the Town Council; and assist the Town Council as necessary in the performance of its duties.
6. Represent the Mayor and Town Council in matters involving legislative and intergovernmental affairs when authorized by the Town Council.
7. Act as or designate the public information officer for the Town with the responsibility of assuring that the news media are kept informed about the operations of the Town and that all open meeting and public information rules and regulations are followed.
8. Establish and maintain procedures to facilitate communications between citizens and Town government to assure that complaints, grievances, recommendations, and other matters receive prompt attention by a Town official or employee; and assure that all such matters are expeditiously addressed.
9. Establish and enforce administrative rules of the Town.
10. Promote the economic well-being and growth of the Town through public and private sector cooperation.
11. The Town Administrator shall have the responsibility to provide the administrative direction and coordination of all department heads of the Town according to the established organization procedures.
12. Evaluate, in conjunction with department heads, the performance of all employees on an annual



- basis.
13. Serve as or designate a personnel director of the Town, to ensure the Town establish and maintain complete and current personnel records, including specific job descriptions, for all Town employees consistent with the Town Council approved Town personnel manual.
  14. Prepare and administer a classification and pay plan for Town employees in accordance with the approved budget.
  15. Administer, or designate an employee to administer, the grievance procedures of the Town in accordance with the approved Town personnel manual.
  16. Assist in preparation and submittal of the annual Town budget to the Town Council and administer the approved budget.
  17. Propose and present ordinances, resolutions and proclamations for consideration by the Town Council.
  18. Stay informed, under the guidance of the Town Attorney, concerning current federal, state and county legislation and administrative rules affecting the Town and submit appropriate reports and recommendations on those matters to the Town Council.
  19. Ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills in accordance with the adopted budget.
  20. Work with the Mayor, the Town Council and the Town secretary to ensure that appropriate agendas are prepared for all meetings of the Town Council, all Town Council committees and all other appropriate committees and commissions of the Town, together with such supporting material as may be required, with nothing in this subsection being construed as to give the Town administrator authority to limit or in any way prevent matters from being considered by the Town Council or any of its committees and commissions.
  21. Inform the Town Council regularly about the activities of the Town Administrator's office.
  22. Receive directives from the Mayor in the event that action normally requiring Town Council approval is necessary in declared emergency situations and at a time when the Town Council cannot meet.

## **ESSENTIAL COMPETENCIES**

1. Must be able to manage the Town in a way that reflects Argyle's adopted Core Values and measure and report progress toward Council objectives.
2. Implement programs that attract, retain, train and develop capable and qualified employees and motivate them to perform according to Town objectives.
3. Develop Economic Development policies and procedures that result in growth that is consistent with Town goals while maximizing revenue opportunities to reduce the financial burden of service costs on Town residents.
4. Excellent accounting, budgeting and finance skills necessary to develop short and long range budget objectives and capital project programs in a manner that is consistent with GFOA and GAAP principles and guidelines and report results to Council.
5. Implement effective customer service programs oriented toward the needs of all citizens and customers and underscored for all Town employees. Must have a friendly and helpful demeanor that is imparted to all employees.
6. Develop and follow a strategic plan (including Master Land Use Plan, Thoroughfare Plan, Utilities Plan and Parks Plan) based on the policy objectives of the Town Council with community input and report progress.
7. Develop, implement and oversee Emergency Operations Plans in conjunction with local, county and state entities that are in compliance with National Incident Management System (NIMS).
8. Provide professional assistance to Town Council on policy matters in order to produce measurable goals and objectives that are implemented throughout the organization.
9. Participate in regional initiatives and partnerships through professional associations and



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intergovernmental programs designed to provide regional solutions to benefit the Town.

10. Monitor state and federal legislation, rules and guidelines and be able to define impact on the Town.

## REQUIRED QUALIFICATIONS

### **Education/Experience/Certificates/Licenses/Eligibility:**

1. Bachelors Degree in Public Administration, Business, Finance or related field, however a Masters Degree in Public Administration is preferred.
2. Three years of progressive municipal management experience involving similar duties and responsibilities of the Town Administrator.

**Interpersonal:** The Town Administrator must have excellent interpersonal skills that are reflected throughout the organization through service to others, a friendly disposition and a genuine desire to serve the community and the Town organization. Must be an ambassador for the Town and represent the Town at every level in a way that reflects the interpersonal Core Values of Communication, Continuous Improvement and Service as adopted by Council. Must have an outgoing personality that engages people in productive way and inspires people to participate in the progress and well-being of the community. Healthy interpersonal skills are evident by a work environment that reduces stress, minimizes conflict, improves communication, increases understanding and promotes a positive image of the Town.

**Critical Thinking:** The well-being of the Town requires leadership that is constantly analyzing the workings of the organization in order to continue improving the quality of life in the community. These critical thinking skills involve gathering and synthesizing pertinent information in such a way as to constantly improve service and efficiency. These critical thinking skills involve a high degree of intuition, intellect and preparatory training that result in programs and objectives that are expressed with clarity, accuracy, consistency, and fairness and accomplished in such a way as to benefit the entire community. In addition, the Town Administrator must be able to teach these critical thinking skills to the organization in a way that develops future leadership and a culture of critical thinking.

**Knowledge:** The Town Administrator must possess a working knowledge of all aspects of municipal government administration and operations as well as an awareness of how to deal with people in a manner that produces positive results. Because of the wide array of services performed by the Town, the position requires a significant amount of experience and training to effectively manage the organization and deliver services in a manner that meets the Council and the community's expectations. The knowledge base required to accomplish this task is broad and ever changing, therefore the Town Administrator must be a lifelong learner, eager to learn and apply new solutions to meet the demands of the position. Continuing education, affiliation with professional organizations and specific training opportunities should be pursued in a manner that balances the need to gain new knowledge with the day to day demands of the administration of the Town.

**Physical:** Must be physically and mentally fit to perform the listed duties in a normal office setting. Will from time to time be outdoors observing and participating in various outdoor activities. Must be willing to work necessary hours to accomplish tasks and be punctual with outstanding attendance. Must be devoted to staying in condition, both mentally and physically in order to withstand the stress, rigor and responsibility of the position.

## CORE VALUE EXPECTATIONS

### *SERVICE*

A personal devotion to service and the ability to impart the importance of service to employees is paramount for the Town Administrator. The position requires that a culture of service be instituted which is



recognized throughout the community by all who come in contact with the Town employees, and by enjoying the best possible service the Town can provide. Service is a professional attribute that is the foundation upon which the Town's Core Values are built, as well as all Town goals and objectives. Service that is reflective of a mindset that places the needs of others ahead of self and the relentless pursuit of improvement is the standard expected of the position.

#### *INTEGRITY*

Adherence to a strict moral code and the highest ethical principles must be constantly displayed by the Town Administrator position and all Town employees. Integrity is expressed in the development and deployment of programs, policies and procedures that are designed to instill confidence in the Town staff and its services and create a sense of trust between the organization and the community. In order to accomplish this, the Town Administrator must build an organization that reflects transparency, access, communication and a genuine desire to provide information and solicit input. Maintaining a reputation for integrity also means acting quickly and decisively in circumstances where individual or organizational integrity is duly called into question.

#### *LEADERSHIP*

The Town Administrator must behave and conduct him/herself in a manner that clearly exemplifies the leadership and accountability of the entire organization. This leadership should instill confidence in Town employees and loyalty to the organization and its mission. The Town Administrator must provide the example of leadership expected in all departments in terms of the ability to stand up for what is right and act decisively in circumstances where change is necessary. The leadership displayed by the Town Administrator must be such that employees genuinely trust and support his/her leadership and are inspired to perform in the manner he or she exemplifies. Likewise, the Town Administrator must be able to follow the policy guidance of the Mayor and Council and be supportive of common goals and endeavor to achieve consensus when needed.

#### *TEAMWORK*

Much like a coach, the Town Administrator must instill and exemplify Teamwork in the organization. Because the organization is relatively small, most employees must wear many hats and will routinely render services that cross traditional departmental lines. The Administrator and his/her department heads are responsible for keeping the team healthy and productive by maximizing communication and training throughout the organization and encouraging teamwork in all endeavors. The organization should function as one entity rather than separate silos in order to achieve operational efficiency and elimination of costly duplication.

#### *CONTINUOUS IMPROVEMENT*

Organizational and employee development is a critical role of the Town Administrator. Identification and dissemination of training and development opportunities must be required of all employees by department heads in order to maintain a highly trained and equipped workforce capable of providing the most efficient and effective service possible. In addition, all employees' performance evaluations should enumerate and measure Learning opportunities and expectations. It is intended that employee development should be such that incumbent positions become upwardly mobile in the organization as new knowledge and skills are developed.

#### *PROFESSIONALISM*

The Town Administrator is first and foremost a professional that is educated, trained and equipped to manage with impartiality, consistency and accuracy. The organization should be reflective of this professionalism in its employment and evaluation practices as well as its development and delivery of programs and services. Regardless of the circumstances, the Town Administrator is to demonstrate the character, spirit and methods of a professional and demand no less of all Town employees.



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## **DISCLAIMERS**

This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
2. Not an employment agreement or contract. The Town of Argyle Town Council has the exclusive right to alter this job description at any time without notice as the needs of the employer and requirements of the job change.