Village of San Leanna
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January 2017

Job Description: City Administrator

The City Administrator works primarily with the Mayor, along with other members of the Council, to conduct the business of the Village of San Leanna. The duties listed below represent a fairly complete description of tasks and responsibilities, but an absolutely comprehensive list is virtually impossible. Flexibility is a necessity in dealing with the wide variety of situations that arise and must be dealt with in a timely manner.

The City Administrator is a non-exempt/salaried employee of the Village. Income tax may be withheld, and Social Security and Medicare taxes are deducted. Mileage expenses are reimbursed**. No employee health insurance or retirement benefits are paid.** The current position requires not less than **40 hours per week**. Any additional work hours must be approved in advance by the Mayor. Additional work hours are classified as overtime and are legally required to be taken as compensatory time or paid at time and a half wages.

The foremost requirement for the position is caring about the Village of San Leanna and the professional execution of its business affairs. **The position requires independent management of a one-person office, with no support staff, and very strong self-initiative.** The position requires timeliness in meeting deadlines, absolute accuracy in financial and all other records, knowledge of legal requirements, independent management of all aspects of work schedule, courtesy in dealing with the public, the Mayor, and the Board of Aldermen, and general efficiency in the conduct of Village business. Also necessary are computer skills with proficiency in Microsoft Office (primarily Excel and Word), Quicken or QuickBooks, as well as Internet access for research, for email correspondence with Council members, various agency or governmental representatives, engineering firm, legal counsel, building inspection company, and residents, for survey/report submission, for IRS reporting, and for webinar participation as needed.

The City Administrator incorporates all of the duties of a City Secretary and, in addition, performs the following duties:

- Development of annual budget
- Manage checking and TexPool bank accounts and keep financial books: receive, deposit, and transfer funds; pay bills; reconcile monthly bank statement; prepare monthly financial reports; manage water bond payments/reports; maintain and prepare records for annual audits; maintain itemized cost lists for all projects; open credit accounts as necessary
- Complete payroll for employees and contractors monthly, submit Monthly or quarterly tax payments and reports to IRS and TWC, and all necessary annual tax documents

- Maintain communication with legal counsel provided by Village attorney and TML to ensure that the Village's actions in all issues meet legal requirements and to ensure that the Village is protected by pertinent ordinance regulations
- Liaison with representatives from City, County, State, and other agencies/offices, ESD #5, attorneys, engineers, etc. regarding all aspects of Village business, attending meetings, conferences, and workshops as necessary
- Manage water billing system and coordinate compliance with BS/EACD drought status requirements
- Coordinate with the City of Austin for wholesale water purchase, manage additional water billing fees and payments to Austin, and coordinate compliance with City of Austin drought status requirements
- Analyze water system costs and develop water rate structures, modifying as needed
- Develop and mail/email correspondence with Village residents regarding changes in water rates, drought status, etc.
- Explore sources for grant funding for Village projects where possible
- Maintain working knowledge of Village ordinances, enforce all Village ordinances, point of contact for all complaints
- Research and suggest ordinance amendments as necessary

Following is a general list of duties/responsibilities that are separated into two departments – Village Department and Water System Department. The City Administrator is expected to perform the duties of all positions, as listed below, for the efficient operation of Village business:

Village Department:

- Meet with Mayor as needed
- Develop agenda items; research and provide all information for Board of Aldermen meetings
- Prepare and post Council meeting agendas consistent with legal requirements; provide Council members with meeting packets containing all pertinent materials and documents
- Attend all Council meetings and transcribe recorded minutes (usually once per month)
- Post public notices as required; publish public notices in newspaper as required
- Prepare all Village correspondence (including faxes, letters, emails, interagency communications); collect and distribute mail daily, check email daily
- Maintain Village website
- Assist with newsletters, develop and mail periodic flyers
- Prepare and distribute required government reports monthly and annually
- Prepare annual Property Tax Rate and Budget documents required by Travis County Tax Assessor
- Manage tree-trimming permit process and record-keeping
- Prepare or develop ordinances, resolutions, agreements, contracts for adoption by Council, working with legal counsel as necessary
- Complete monthly and annual surveys (census, TML, Texas A&M, government agencies, etc.)
- Liaison with Health & Human Services regarding services provided through the Interlocal Agreement, survey Village on a regular basis and compile list of properties

requiring investigation for ordinance violations (mowing, nuisance, junked vehicles, etc.), send initial letters of complaint and discuss issue(s) with individual property owners

- Liaison with TML regarding accurate property and liability insurance coverage and workers' compensation
- Prepare all documents for annual Election according to legal requirements; coordinate Election as necessary, complete all required post-Election reports
- Serve as Records Management Officer, maintain complete and accurate records and maintain safe storage of Village files and records (ordinances, minutes and agendas, committee agendas and reports, financial reports and records, various forms, fees, bid invitations and contracts, insurance records, project information and cost lists, vendor and warranty information, etc.)
- Keep and maintain Village office equipment (computer, fax/copier/printer/scanner, laser printer, telephone/answering machine, adding machine); purchase office supplies and equipment as needed
- Serve as Notary Public for Village Council members and residents
- Stock Community Center with supplies, schedule maintenance and repairs
- Serve as point of contact for phone calls/emails regarding any Village issues

Water Department:

- Monitor water meter readings monthly, providing worksheet to contracted meter reader, monitor water usage for SFR's under construction, monitor usage for Fire Station and Firemen's Association Building
- Ensure meters are in good working condition (report broken meters and leaks to Water Operator and/or residents)
- Enter meter readings in computer program and calculate bills
- Double-check questionable meter readings
- Prepare and distribute water bills for receipt by the 5th day of each month
- Deliver water service applications and collect water deposits and tap fees from new residents; refund deposits to former residents
- Collect water payments (from builders or property owners prior to issuance of C.O., monthly from residents)
- Send out past-due and cut-off notices when necessary
- Turn off and reconnect water meters for delinquent accounts when necessary
- Prepare all end of the month reports for water-billing program and run end-of-the-month processing
- Serve as contact for phone calls/emails regarding water issues
- Complete various required surveys and reports regarding water use, water loss, chemical inventories, drinking water quality, wholesale water purchase, copper/lead sampling, coliform sample site plan, etc.