

**Job Posted:** 7/28/10

**Job Summary:**

The City of Goliad is seeking a City Administrator. The City of Goliad is a General Law, Type A city. This position serves as the chief administrative officer of the city. Responsible for making sure all laws and city ordinances and resolutions are followed. The City Administrator is to maintain control of all departments and oversees all employees. Oversees all projects and assists in budget preparation. Attendance at all City Council meetings is required. Maintain communication with the Mayor and City Council, informing them of financial and administrative affairs of the city.

**Qualifications:**

- Bachelor's Degree in Public Administration, Finance, Accounting or a closely related degree.
- Masters Degree in Public Administration (MPA) or Business (MBA) is a plus.
- Five (5) years supervisory experience.
- Two (2) years in an executive position such as City Administrator, Assistant City Administrator or Director of Finance preferred.
- Experience in municipal administration preferred.
- A combination of experience and education that meets the minimum requirements may be substituted.
- Experience or education in governmental finance and accounting required.
- Knowledge of budget and finance management.
- Possess knowledge of overall city operations for a General Law, Type A city and an understanding of each department and their duties.
- Has knowledge of federal, state and local laws.
- Understands laws and regulations in regards to government finance.
- Demonstrated skills of problem solving and conflict resolution.
- Strong interpersonal communication and customer service skills.
- Time management skills with the ability to prioritize.

**Additional Information:**

The starting salary will depend on qualifications and will include a full benefits package.

**How to Apply:**

Candidates must submit a cover letter and a copy of their current resume along with a list of three (3) professional references.

All resumes should be emailed to Jay Harvey, [mayor@goliadtx.net](mailto:mayor@goliadtx.net) (please include job title in the subject line) or mailed to city hall to the attention of Jay Harvey or Marti Bolsen, PO Box 939, Goliad, TX 77963.

For more information or questions about the position contact Jay Harvey or Marti Bolsen at (361) 645-3454.

This position may close at any time.