

CITY OF KERMIT
JOB DESCRIPTION

JOB TITLE: CITY MANAGER

DEPARTMENT: OVERALL

FULL TIME: X PART TIME

.....
JOB SUMMARY:

Serves as the chief administrative officer of the City; assures that all laws and City ordinances are enforced; and does related work as required.

.....
ESSENTIAL JOB FUNCTIONS:

- Appoints and removes all department and all subordinated officers and employees of the City;
- Exercises control over all city personnel;
- Assures that all terms and conditions imposed in favor of the City in any public utility franchise are faithfully kept and performed, taking appropriate action to correct any violation;
- Attends all meetings of the City Council, taking part in discussions and recommending Council action as appropriate;
- Keeps Council fully advised as to the financial condition and needs of the City;
- Assures the annual budget is prepared and submitted to the City Council;
- Assures the City operates within its budget;
- Executes contracts on behalf of the City when authorized by ordinance, resolution or motion of the City Council;
- Reads difficult source documents and computer screen;
- Communicates effectively with city personnel and general public;
- Works well with City staff and general public;
- Sits and uses PC for extended periods of time.

OTHER JOB FUNCTIONS

- Writes by hand and uses PC for general correspondence and memorandums;
- Represents the City in professional and civic organizations.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

Bachelor's degree in Public Administration, Government or Business Administration.

EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:

Three to five years of progressively responsible positions in public administration. Ability to establish, accept, delegate, and control policies and procedures of the City. Knowledge of fiscal functions and practices of municipalities. Government experience in accounting, financing, budgeting, treasury, purchasing, tax, water and sewer customer services, municipal operations and data processing.

**For publication in the Winkler County News,
5-3-18, 05-10-18 and 05-17-18:**

The Honorable Mayor and City Council of the City of Kermit, Tx. Will be accepting applications and resumes for the positions of City Manager and Public Works Director of the City of Kermit. Applications and Job Descriptions may be picked up at the City Manager's office during regular business hours. Applications and resumes will be accepted until 5:00 p.m. May 23, 2018 and must be returned to the City Manager's office addressed to The Honorable Mayor and City Council. Any questions can be directed to Diana Franco, City Secretary. To obtain an employment application, or for more information, contact Diana Franco, City Secretary at City Hall, 110 S. Tornillo St., Kermit, Tx., 79745. No phone calls please. The City of Kermit is an Equal Opportunity.

EMPLOYMENT APPLICATION FOR THE CITY OF KERMIT

Received: _____

QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.

JOB INFORMATION

* POSITION TITLE: _____

PERSONAL INFORMATION

* FIRST NAME

MIDDLE INITIAL

* LAST NAME

* ADDRESS

* CITY

* STATE

* ZIP

HOME PHONE

ALTERNATE PHONE

* EMAIL ADDRESS

* WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? EMAIL PAPER PHONE

EDUCATION

WHAT IS YOUR HIGHEST LEVEL OF EDUCATION:

Some High School
High School

Some College
Technical College

Associate's Degree
Bachelor's Degree

Master's Degree
Doctorate

HIGH SCHOOL EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.? YES NO
IF NO, WHAT WAS THE HIGHEST LEVEL COMPLETED? 7 8 9 10 11 12

SCHOOL NAME

CITY

STATE

COLLEGE/UNIVERSITY EDUCATION

SCHOOL NAME

DEGREE RECEIVED

SEMESTER QUARTER
OF UNITS COMPLETED:

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?
YES NO

MAJOR

SCHOOL NAME

DEGREE RECEIVED

SEMESTER QUARTER
OF UNITS COMPLETED:

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?
YES NO

MAJOR

SCHOOL NAME

DEGREE RECEIVED

SEMESTER QUARTER
OF UNITS COMPLETED:

SCHOOL LOCATION (CITY/STATE)

DID YOU GRADUATE?
YES NO

MAJOR

DRIVER'S LICENSE INFORMATION

* IF THE POSITION INVOLVES DRIVING, DO YOU HAVE A VALID LICENSE? YES NO

STATE WHERE ISSUED

CLASS

CERTIFICATES & LICENSES

TYPE

DATE ISSUED (MONTH/YEAR)

EXPIRATION DATE (MONTH/YEAR)

LICENSE NUMBER

ISSUING AGENCY

TYPE

DATE ISSUED (MONTH/YEAR)

EXPIRATION DATE (MONTH/YEAR)

LICENSE NUMBER

ISSUING AGENCY

WORK HISTORY

DATES From	To	EMPLOYER	POSITION TITLE
ADDRESS	CITY		STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS WORKED PER WEEK	MONTHLY SALARY	MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DUTIES

REASON FOR LEAVING

DATES From	To	EMPLOYER	POSITION TITLE
ADDRESS	CITY		STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)	
HOURS WORKED PER WEEK	MONTHLY SALARY	MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DUTIES

REASON FOR LEAVING

WORK HISTORY

DATES From	To	EMPLOYER	POSITION TITLE
ADDRESS	CITY		STATE
COMPANY WEBSITE	PHONE NUMBER		SUPERVISOR (NAME & TITLE)
HOURS WORKED PER WEEK	MONTHLY SALARY		MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>

DUTIES

REASON FOR LEAVING

DATES From	To	EMPLOYER	POSITION TITLE
ADDRESS	CITY		STATE
COMPANY WEBSITE	PHONE NUMBER		SUPERVISOR (NAME & TITLE)
HOURS WORKED PER WEEK	MONTHLY SALARY		MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>

DUTIES

REASON FOR LEAVING

SKILLS

OFFICE SKILLS	TYPING (NET WORDS PER MINUTE)	DATA ENTRY (NET WORDS PER MINUTE)
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OTHER SKILLS

SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)
SKILL	SKILL LEVEL <input type="checkbox"/> BEGINNER <input type="checkbox"/> SKILLED <input type="checkbox"/> EXPERT	EXPERIENCE (YEARS OR MONTHS)

LANGUAGES OTHER THAN ENGLISH THAT YOU ARE PROFICIENT IN

LANGUAGE	<input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE	LANGUAGE	<input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE
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ADDITIONAL INFORMATION

Clinical Experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous

ATTACHMENTS

Please list any attachments you are including with your application.

Signature

I hereby certify that I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application.

I certify that all the information provided in this application is true and accurate and I have not withheld any information relative to my application. I understand that any misrepresentation or omission, as well as any misleading statements or omissions of application information, attachments or supporting documents may result in denial of employment or immediate termination.

I understand that an in-depth background check may be conducted prior to employment with the City of Kermit. This may include, but is not limited to, a Criminal History check, a DMV check, education and certification verification, and contact with previous employers and references in order to determine suitability for employment and ability to qualify for employment with the City of Kermit.

I authorize representatives of the City of Kermit to contact the employers and references listed in this application (or otherwise provided by me), except as otherwise indicated, and any other person as developed through these contacts in order to determine my suitability for employment. I understand that as the process progresses I may be required to provide additional information in order that a thorough background check can be completed. I understand and agree that, if hired, my employment relationship with the City of Kermit will be "at-will," meaning for no definite period and the relationship may be terminated at any time and without prior notice by either party. I understand that this completed application is the property of the City of Kermit and will not be returned. I understand that I must notify the Human Resources department of the City of Kermit of any changes in my name, address, or phone number.

I have read and understand the above information.

X _____
SIGNATURE OF APPLICANT

DATE

SUPPLEMENTAL QUESTIONS

The purpose of the following questions is to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies. The information obtained also includes additional job related information, such as your preference of work hours and locations, to better evaluate you for the position for which you are applying.

QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.

* MONTH/DAY OF BIRTH:

*1. IN ADDITION TO THE "OTHER NAME" YOU MAY HAVE ALREADY PROVIDED, ARE THERE ADDITIONAL NAMES YOU HAVE WORKED OR ATTEND SCHOOL UNDER? IF SO, UNDER WHAT NAME(S)? IF YOU HAVE NEVER WORKED OR ATTENDED SCHOOL UNDER ANOTHER NAME, PLEASE ENTER "NA."

ΔNA

* 2. HAVE YOU EVER BEEN CONVICTED OF A CRIME? *A "YES" ANSWER WILL NOT AUTOMATICALLY DISQUALIFY YOU FROM EMPLOYMENT. WE WILL CONSIDER THE NATURE AND DATE OF THE OFFENSE AND THE JOB FOR WHICH YOU ARE APPLYING FOR JOB-RELATED PURPOSES ONLY, AND ONLY TO THE EXTENT PERMITTED BY APPLICABLE LAW.

ΔYES

ΔNO

IF YOU ANSWERED, "YES," PLEASE EXPLAIN, INCLUDING DATE(S) OF YOUR CONVICTION(S).

*3. DATE YOU ARE AVAILABLE TO START.

*5. PLEASE INDICATE WHICH HOURS YOU ARE WILLING TO WORK: (CHECK ALL THAT APPLY)

FULL TIME PART TIME TEMPORARY FULL TIME TEMPORARY PART TIME VOLUNTEER INTERNSHIP

IF YOU MARKED THAT YOU ARE NOT AVAILABLE FOR ALL HOURS OR DAYS, YOU ARE WELCOME TO PROVIDE AN EXPLANATION.

* 6. HOW DID YOU LEARN ABOUT OUR JOB OPENING

*7. HAVE YOU PREVIOUSLY WORKED FOR THE CITY OF KERMIT?

ΔYES

ΔNO

*8. This is a voluntary question; however, if you are interested in veterans hiring considerations, we will need to know your veteran's status. Do you meet the definition of a veteran? A veteran is defined as: (1) A veteran must have served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning January 31, 1955 or 178 consecutive days beginning after January 31, 1955, and have been discharged under honorable conditions; or (2) A veteran must have served on active duty with the Armed Forces of the United States for 178 days or less and have been discharged under honorable conditions because of a service-connected disability (disabled veteran); or (3) A veteran must have served on active duty with the Armed Forces of the United States for at least one day in a combat zone and have been discharged under honorable conditions; or (4) A veteran must have received a qualifying military decoration for service in the Armed Forces of the United States; or (5) Be receiving a nonservice-connected pension from the US Dept. of Veterans Affairs. A veteran may submit his/her Certificate of Release or Discharge from Active Duty (a federal DD form 214 or 215) with his/her application for employment.

ΔYES

ΔNO

* 9. This is a voluntary question; however, if you are interested in disabled veterans hiring considerations, we will need to know your veteran's status. The definition of a disabled veteran is: (1) Entitled to disability compensation under laws administered by the US Dept. of Veterans Affairs; or (2) Discharged or released from active duty for a disability incurred or aggravated in the line of duty; or (3) Awarded the Purple Heart for wounds received in combat. A disabled veteran may submit a copy of his/her veteran's disability preference letter from the U.S. Department of Veterans Affairs.

ΔYES

ΔNO

*10. ARE YOU WILLING TO RELOCATE?

ΔYES

ΔNO

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Employed Yes No Date of Employment _____

INTERVIEWER _____ DATE _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE _____ DATE _____

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____
