



ASSISTANT CITY MANAGER REQUEST FOR QUALIFICATIONS

SALARY: Depends on Qualifications

LOCATION: Rio Hondo Texas

JOB TYPE: Full Time

JOB NUMBER: 2023-02

DEPARTMENT: City Manager

OPENING DATE: 10/01/2023

CLOSING DATE: 12/31/2023 11:59 PM Central

Applications can be sent by electronic mail to: bmedina@riohondo.us or hand delivered to City Hall at 121 N. Arroyo Blvd., Rio Hondo Texas 78583

Description:

Under administrative direction of the City Manager, the Assistant City Manager performs administrative duties required to coordinate city government activities and provides direction to one or more city departments. Employee plans, coordinates, and directs the work of city departments through the delegation of authority and responsibility to department Directors(s). Employee actively participates in matters of importance before the City Commission, provides relevant information and recommends policies required for public interest. Employee represents the city in a variety of meetings and public functions to include meetings with elected and appointed officials, civic and community service organizations, volunteer groups and others. Job duties include the interpretation, evaluation and implementation of policy for subordinates, the resolution of conflicts within the city government and the exercise of broad coordination over assigned municipal operations.

Additional Information

Agency: City of Rio Hondo

Address: 121 N. Arroyo Blvd
Rio Hondo, TX 78583

Phone: 956-748-2102

Website: <http://www.riohondo.us>