

**CITY OF BLUE RIDGE  
ORDINANCE NO. 2025-0310-001**

**AN ORDINANCE OF THE CITY OF BLUE RIDGE, TEXAS CREATING THE POSITION OF CITY ADMINISTRATOR; SETTING THE DUTIES OF THE CITY ADMINISTRATOR; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Blue Ridge, Texas is a Type A general-law municipality located in Collin County, created in accordance with the provisions of Chapter 6 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, the City of Blue Ridge now finds it desirous to create an employee position to aid City Officers and staff in administering the business of the City, and oversee day-to-day staffing and employment issues under the supervision of the Mayor, and of the City Council where appropriate; and

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLUE RIDGE, TEXAS:**

**SECTION 1. Incorporation of Premises.** All of the above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

**SECTION 2. Creation of Office.** The office of City Administrator is hereby created. The City Administrator serves as an appointed officer and shall be an exempt salaried position of the City. The operating budget of the office of the City Administrator shall be provided in the City's annual budget, including compensation for the City Secretary and the City Administrator.

**SECTION 3. Appointment and Supervision.**

Upon recommendation of the Mayor, the City Administrator is appointed by a majority vote of the governing body, who shall serve at will and as supervised by and report to the Mayor and City Council and shall serve at the pleasure of the City Council, performing the duties as provided in the attached Exhibit "A."

**SECTION 4. Removal.**

Upon recommendation of the Mayor, a majority vote of the full City Council shall be required to remove the City Administrator in the same manner as any other officer of the city.

**SECTION 5. Conflicts.** All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.


**SECTION 6. Severability.** If any Section, subsection, paragraph, clause, phrase or provision of this Ordinance or the application of any Section, subsection, paragraph, clause, phrase or provision to any person or circumstance is adjudged to be invalid, the invalidity shall not affect the other Section, subsection, paragraph, clause, phrase or provision or applications thereof, which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

**SECTION 7. Savings Clause.** This Ordinance shall remain in full force and effect, save and except, as amended or repealed.

**SECTION 9. Effective Date.** This Ordinance shall be effective upon passage and approval.

**RESOLVED, PASSED AND APPROVED** by the City Council of the City of Blue Ridge, Texas, this the 10th day of March 2025.

APPROVED:

By:   
Rhonda Williams, Mayor

ATTEST:

  
Edie Sims, City Secretary



**EXHIBIT A**  
**CITY ADMINISTRATOR JOB DESCRIPTION**



**CITY ADMINISTRATOR  
JOB DESCRIPTION  
City of Blue Ridge, Texas**

<b>Job title</b>	City Administrator	<b>FLSA Classification</b>	Exempt, Salary; full-time
<b>Reports to</b>	City Council	<b>Date Approved</b>	

**GENERAL PURPOSE**

The City Administrator is appointed by the Mayor and City Council and serves as a public administrator and as the Chief Administrative Officer of the City of Blue Ridge. This position is responsible to the Mayor and Council for the proper administration of all City affairs assigned by statute, ordinance, resolution, or direction of the City Council. This position acts as chief advisor to City Council and assists the council by implementing strategic plans, laws, ordinances, and policies. The City Administrator oversees daily operations of all City departments except the City Secretary. Holds meetings with the citizens, private groups, and other members of the community. Prepares staff and City Council to respond appropriately to a variety of possible emergency situations. Exercises significant level independent judgement and decision-making authority.

**SUPERVISION EXERCISED AND RECEIVED**

- Reports to and works under the general supervision of the City Council and the Mayor.
- Exercises direct supervision for exempt and non-exempt employees including all Department Directors.
- Coordinates and directs the activities of the City Attorney.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Attend meetings of the City Council to receive instructions, status reports and policy. Oversee agenda preparation for the above meetings and obtains approval from Mayor or Chairperson for publication. Prepare written reports on agenda items to be sent to Council before the meetings.
- Review and prepare policy and procedural proposals for adoption by the City Council.
- Ensure enforcement of ordinances, resolutions, and policies.
- Represent the City at a variety of meetings and public functions, answer inquiries from the public on a multitude of subjects.
- Oversee the preparation of operating and capital budget proposals for Mayor's review and adoption by the Council and oversee execution of the budget during the year.
- Recommend capital improvement projects.
- Direct investment activities with the Mayor to assist in annual budget preparation and presentation for City funds under the policies and procedures set by the City Council.
- Review results of departmental audits and ensure adequate corrective actions are initiated. Reports status to the Council; provide necessary support to the annual independent auditors.
- Prepare reports to the public, negotiate contracts and other agreements with outside agencies as requested by the Mayor; analyze contract proposals and reviews formal bids; and coordinate bid awards with the City Council.
- Subject to Texas Local Government Code, Chapters 22 and 252, acts as final approval authority for purchases and controls these activities; supervise annual inventory of fixed assets.

- Delegates authority for pertinent administrative tasks to various departments and resolves conflicts where appropriate. Acts as focal point for distribution of information, written or oral, to applicable staff and agency volunteers.
- Supervise the coordination of all municipal activities, interpretation of policy for staff
- Recommends appointments of department heads, appoints administrative personnel, recommends removal, suspension, or reprimand of employees.
- Coordinates the activities of City Government with other local governmental entities.
- Directs staff in preparation of City Council meeting agendas and follow-up actions resulting from Council meetings. Implements City Council's directives, initiatives, and policy interpretations.
- Represent the City and conduct meetings with the citizens, private groups, and other members of the community. Enthusiastically embraces the City's culture, traditions, and residents.
- Expected to be highly visible and active in the community, professionally as well as personally.
- Performs administrative tasks, assisting Mayor with budgeting, recommendations, attend council meetings, among other duties and responsibilities that the council may assign.
- Long-term Financial Stability through Economic Development
- Confident, accessible, approachable, and grounded servant leader that builds and maintains a functional and effective workforce,
- Use independent judgement to make tough decisions or facilitate consensus.
- Address difficult situations proactively and challenges status quo.
- Writes proposals for new ordinances or resolutions.
- Sets goals and participates in futuristic planning that will ensure that the City infrastructure is sound and that the city finances remain in the black.
- Optimize and implement technologies to improve productivity, quality, and performance.
- Unites the organization around a shared sense of purpose, teamwork by articulating expectations, delegating with clarity, and creating a culture of accountability

## **QUALIFICATIONS**

### **EDUCATION & EXPERIENCE**

- Bachelor's degree in public administration, business administration, or a related field from an accredited college or university is required. A master's degree is preferred.
- At least seven (7) years of progressively responsible municipal government operations experience, including three (3) or more years of experience as a city manager or assistant city manager, is required.
- Successful planning and development services experience is preferred.
- Experience serving diverse, progressive metro area communities with high customer service expectations.
- Experience planning, promoting, and simultaneously overseeing multiple capital improvement projects; ensuring that the capital projects are completed according to design, on time, under budget, and with minimum public disruption.

### **KNOWLEDGE AND UNDERSTANDING**

- Knowledge of general management practices and principles including strategic planning and business acumen .

- Knowledge of municipal operations, municipal finance, and advanced budget skills services.
- Extensive knowledge of local government practices and procedures including public sector procurement procedures.
- In-depth knowledge of planning, zoning, subdivision development, building code administration, administrative appeals, code enforcement, redevelopment, economic development, and public works.
- Knowledge of human resources policies/procedures, programs, and professional standards.
- Knowledge of local, state, and federal municipal and employment regulations.

### **DEMONSTRATED SKILLS**

- Solutions-oriented, critical thinker that uses objective analysis focusing on information free of influences from personal feelings, opinions, or biases.
- Participative, “no surprises” management style with exceptional interpersonal skills who inspires and motivates others by example.
- Communicate and demonstrate support for the City’s mission, vision, and values.
- Communicate effectively with the City’s management team, employees, City Council, volunteers, and the community.
- Work cooperatively with all employees toward the common goal of providing efficiency and high-quality services.
- Employ human relations skills in customer service, problem-solving, decision-making, and stewardship to demonstrate support for the City’s mission, vision, and values.
- Initiate action to improve City operations, employee performance, morale, and work methods.
- Create close, positive, productive, and lasting relationships with all members of the City Council.
- Proven record of skillful coaching, teambuilding, negotiation, mediation, project management, media interaction.

### **ABILITIES**

- Ability to establish and maintain effective work relationships with supervisor, co-workers, City officials and representatives of private/public entities in the community
- Ability to research, collate and present information effectively
- Ability to prepare effective written documentation and reports
- Ability to coordinate complex, inter-departmental programs, and procedures
- Ability to make effective public presentations
- Ability to investigate, analyze and effectively resolve problems and conflicts
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and manage sensitive issues with discretion and sound judgment
- Ability to discern emerging technology solutions that best fits the City’s needs and improve productivity, data-driven decision making, or improve quality of service to constituents.
- Technological and computer-literacy with proficiency in the Microsoft Office Suite of applications.

### **ESSENTIAL ELEMENTS**

- Sit or stand for prolonged periods answering phones, performing keyboarding, operating a computer, filing, copying, and doing other administrative work.
- Possess general manual dexterity using hands and fingers to operate computer, office machines, perform office functions, and reach items with hands and arms.
- Bend or stoop to retrieve files, lift books, or other materials weighing up to 25 pounds.



- Possess mental acuity for attention to accuracy and detail.
- See in the normal visual range with or without correction to operate vehicles and office equipment, read instructions and follow directions.
- Physical in-person attendance is required at City Council and other City board and commission meetings as well as public information or public relations activities which are often regular business hours.

### **WORK ENVIRONMENT**

- Work in an office setting.
- Occasionally requires travel, including over-night stays for required training and conducting City business.
- May encounter occasional stressful situations.

### **OTHER**

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.
- This job description is subject to change at any time.
- This is an at-will position without a definite duration or term of office.
- The City of Blue Ridge is committed to compliance with the Americans with Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City Secretary at (972) 752-5791.
- The City of Blue Ridge is an Equal Opportunity Employer.