



City of Rollingwood, Texas
Assistant to the City Administrator – Job Description and Community Profile

Department: Administration
FLSA: Exempt
Salary Range: \$50,000 – \$65,000

The City of Rollingwood is seeking its next Assistant to the City Administrator. Rollingwood is a picturesque community positioned on the west bank of Lady Bird Lake, between the City of West Lake Hills and the City of Austin. Rollingwood abuts the west side of Zilker Park, the site of many festivals, music concerts, and acres of open green space. With just over 1,500 citizens, Rollingwood has a diverse population of residents who love the feel of our close-knit small town. The topography of the neighborhood allows for walkability and the residents enjoy using the streets for exercising, walking dogs and riding bikes. There is no shortage of children playing throughout the neighborhood and everyone delights in the amenities of Rollingwood Park for outdoor recreation on ball fields, playgrounds, and trails. Rollingwood has been ranked as the best place in Texas to raise a family by Niche Magazine. In addition, Rollingwood has a growing commercial district featuring eateries, retail businesses and professional offices, which have helped position Rollingwood as a vibrant community for the future.

The City of Rollingwood is a Type A General Law City where the City Council is the governing body of the City consisting of five elected Council members and a Mayor; with the framework of City Administrator form of government.

Assistant to the City Administrator

This is a full-time, salaried position and hours of work vary based upon departmental needs. The Assistant to the City Administrator will have the opportunity to work closely with the City Administrator and Mayor, and will gain exposure to many functional areas of local government, including City Council relations, utility billing, finance, agenda management, budgeting, municipal court, and building and development services. This position requires a highly motivated individual with a desire to learn and take on varying and increasing responsibilities within the organization.

The Assistant to the City Administrator is expected to attend regular and special City Council meetings, board and commission meetings as requested, and a variety of local, county, state and other meetings and training events. Evening and weekend work may be required as job duties demand.



Assistant to the City Administrator

The Ideal Candidate

- Exhibits strong interpersonal/human relation skills and has the ability to get along with customers, co-workers, council members and citizens
- Has the ability to work independently with limited direction relying on his/her own judgment, requesting supervisory assistance only when necessary, and seeking performance feedback periodically
- Exhibits interest in all facets of local government
- Ability to communicate effectively both verbally and in writing
- A leader who is comfortable with technology and the oversight and management of software and systems specific to administration of public meetings; such as computers, audio and visual equipment and an agenda management system

Travel

Travel is generally locally during the business day, although some out of the area travel and overnight stays for meetings and training events may be expected.

Benefits

The City of Rollingwood provides excellent benefits for full-time employees. Please see the attached Benefits Page for a full listing of benefits for full-time employees of the City of Rollingwood.

Essential Functions and Other Important Duties

- Performs both assigned and independent staff work, skilled administrative and operational duties, such as preparation and/or assistance on a variety of operating, complex research projects, program development, meeting and special event organization, and makes recommendations for improving service delivery
- Will gain valuable experience in all facets of local government including the City Secretary's Office, Finance Department and the Utility Billing Department
- Drafts letters, memorandums, speeches, manuals, editorials, etc. as requested
- Assists in the administration and overseeing of City elections, preparation and filing of ordinances and resolutions, agenda preparation for the city council and boards and commissions, and overseeing of meeting recording and livestreaming
- Assists in the coordination, preparation and presentation of an annual budget
- Maintains city communications through website, social media, and the Swift911 emergency notification system; Updates and maintains webpages, notices and postings on the city website; makes recommendations regarding communication improvements
- Represents the City at various civic, community, City Council and city staff meetings when requested
- Provides administrative assistance and support to the City Administrator, Finance Director, Utility Billing Manager, and Development Services Director on a daily basis
- Performs all other duties as assigned



Assistant to the City Administrator

Membership in Local Government Organizations

The City of Rollingwood is dedicated to the training and development of its employees and encourages employees to join professional organizations that will benefit them in their respective roles. The Assistant to the City Administrator is required to maintain membership in the Texas City Management Association, and encouraged to join other important local government organizations that provide training and professional development.

Competencies

- Initiative
- Teamwork
- Computer and Technology proficiency
- Communication Proficiency
- Ethical Conduct
- Leadership
- Decision Making
- Stress Management/Composure
- Time Management
- Problem Solving/Analysis
- Project Management
- Personal Effectiveness/Credibility
- Customer Service

Education & Experience

- Preferred: Master's Degree in Public Administration, Business Administration or related field
- Minimum: Bachelor's degree in Public Administration, Business Administration, or related field **OR** any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

Conditions of Employment

- Valid Texas Driver's License and the ability to pass a drug screen

How to Apply

Qualified applicants should submit a cover letter, resume, and completed city employment application via mail or delivery at 403 Nixon Drive, Rollingwood, Texas, 78746, attention: Interim City Administrator, Ashley Wayman, or submit it electronically to Ashley Wayman at awayman@rollingwoodtx.gov. Applicants can download the city application from the city website, www.rollingwoodtx.gov or can pick up the documents at Rollingwood City Hall at 403 Nixon Dr, Rollingwood, Texas 78746. Position open until filled.



**City of Rollingwood
Full-Time Employee Benefits**

Medical Benefits

- Health Insurance - 100% paid by the City for the Employee, option to add dependents
- Dental Insurance - 100% paid by the City for the Employee, option to add dependents
- Vision Insurance - 100% paid by the City for the Employee, option to add dependents
- Employee Life Insurance – 1x Base Annual Earnings, Max \$150,000
- Additional Life Insurance through TMRS equivalent to 12-month's salary if death occurs while you are an active employee
- Short-Term Disability
- Long-Term Disability
- Workers Compensation Insurance and 100% Salary Indemnity
- Employee Assistance Program (EAP) through Deer Oaks

Retirement Benefits

- Texas Municipal Retirement System (TMRS) 7% employee contribution, 2:1 City contribution, with 5-year vesting and 20-year retirement
- Optional Roth IRA Account with Mission Square Retirement (Formerly ICMA-RC)
- Optional Deferred Compensation Account with Mission Square Retirement (Formerly ICMA-RC)

Other Benefits

- COLA and Annual Anniversary Increases as determined by the City Council
- Paid Vacation based on years of service
- Paid sick days
- 15 Paid Holidays per year
- Longevity Pay
- Certification Pay for Police Department and Public Works Department
- Bilingual Pay
- Education Pay
- Bereavement Leave with Pay
- Administrative Absence with Pay for Jury Duty, Conferences, Voting
- City-paid training seminars
- City-paid licenses and associated training
- City-paid uniforms for outside departments
- Social Security and Medicare shared expenses