

CITY OF OVILLA

Ralph G. Hall, Place One
Larry Stevenson, Place Two
David Griffin, Place Three

Tom Leverentz, Mayor

Doug Hunt, Place Four
Richard Dormier, Mayor Pro-Tem/Place Five
Randy Whiteman, City Administrator

OVILLA City Council Agenda

105 S. Cockrell Hill Road, Ovilla, TX 75154

Monday, October 29, 2012

4:00 P.M.

Council Chamber Room

Pursuant to the provisions of Chapter 551 VTCA Government Code, NOTICE is hereby given of a Special Meeting of the City Council of the City of Ovilla, to be held on Monday, October 29, 2012 at 4:00 P.M. in the City Hall Council Chamber Room, 105 S. Cockrell Hill Road, Ovilla, Texas, 75154, for the purpose of considering the following items.

I. CALL TO ORDER

- ◆ Invocation
- ◆ Pledge of Allegiance

II. REGULAR AGENDA

ITEM 1. **DISCUSSION/ACTION** – Council will consider approving the City Administrator job posting.

ITEM 2. **DISCUSSION/ACTION** – Council will consider and authorize the advertisement of the vacancy.

III. EXECUTIVE SESSION

The City Council of the City of Ovilla, Texas, reserves the right to meet in a closed session on any item listed on this Agenda should the need arise, pursuant to authorization by Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), 418.183 (homeland security).

IV. ADJOURNMENT

This is to certify that a copy of the Notice of the Special City Council Meeting for October 29, 2012, was posted on the bulletin board at City Hall, 105 S. Cockrell Hill Road, Ovilla, on the 26th day of October 2012 prior to 4:00 p.m.



Pamela Woodall
City Secretary

CERTIFICATION: I hereby certify that the Ovilla City Council Agenda was removed from the City Hall Bulletin Board, located at 105 S. Cockrell Hill Road, Ovilla, TX 75154, (a place accessible to the public at all times) on the _____ day of _____ 2012, at _____ am/pm, after having been posted for at least 72 continuous hours preceding the scheduled time of the posted meeting. _____

Pam Woodall, City Secretary

IF YOU OR YOUR REPRESENTATIVE HAVE A DISABILITY THAT REQUIRES SPECIAL ARRANGEMENTS AND YOU PLAN TO ATTEND THIS PUBLIC MEETING, PLEASE CALL THE CITY SECRETARY AT 972-617-7262 WITHIN 24 HOURS OF THE MEETING. REASONABLE ACCOMMODATIONS WILL BE MADE TO MEET YOUR NEEDS AT THE MEETING. PLEASE SILENCE ALL PAGERS, CELL PHONES & OTHER ELECTRONIC EQUIPMENT WHILE THE CITY COUNCIL MEETING IS IN SESSION.

JOB POSTING**PUBLICATION DATE: October 29, 2012****CLOSING DATE: Open Until Filled****Job Title:** City Administrator**Job Location:** Ovilla, TX 79154**Job Type:** Full-Time Exempt**Compensation:** Salary commensurate with experience, Medical, Life, TMRS Retirement

Job Classification: Management**Job Category:** City Administrator**Job Description:**

Reports to City Council; works closely with the City Council, various boards and commissions, and the general public. Directly supervises department heads and has overall responsibility for all City staff. Makes recommendations to the City Council on hiring and dismissal of director level positions.

Position appointed by the City Council. The City Administrator serves as the administrative officer of the City and shall be responsible to the Mayor and Council for the proper administration of all affairs of the City.

Duties include, but are not limited to the following:

Prepares or approves the agendas in conjunction with the City Secretary or other city staff for all meetings of the City. Directs the preparation and implementation of the annual budget and serves as investment officer;

Provides planning and ensures all planning and development activities are conducted in accordance with the City's adopted codes and or plans;

Develops and implements plans for personnel, financial, and program aspects of city operations in accordance with the budget and other policies as established by the City Council;

Keeps the City Council informed of the progress of all departments and on any and all pertinent matters relating to city operations to enable them to make informed policy decisions;

Recommends to the City Council adoption of such measures, ordinances, and resolutions as may be necessary for the health, safety and welfare of the community, the improvement of administrative services, or the provisions of city services;

Works with developers and builders within the City to ensure proper compliance with the zoning and subdivision regulations established within the Code of Ordinances and policies set forth by the City Council;

Represents the City before a variety of groups in making formal or informal presentations, actively participates in civic activities in the community, interacts with governmental agencies and officials at all levels of government, and with media;

Performs such other duties that may be assigned by the City Council.

JOB POSTING

PUBLICATION DATE: October 29, 2012

CLOSING DATE: Open Until Filled

Job Requirements

Education, training, experience:

Bachelor's degree in public administration or business administration or a related field. Master's Degree MPA preferred. At least five years of full-time experience working for a city in Texas, Type A General Law or larger, with at least 3 years in supervisory position. City Manager level experience preferred. Experience in municipal planning, and budgeting required; experience in economic development and long range strategic planning desired.

Possession of a valid Texas Driver's license.

Proven and demonstrated computer skills including working in a windows environment with PC's. Software includes but not limited to Microsoft Word, Excel, Outlook and Intuit Quick Books.

The City of Ovilla is an Equal Opportunity Employer and does not unlawfully discriminate based on race, sex, color, religion, national origin, veteran status, age or disability in hiring, conditions of employment or termination of employment.

CITY OF O VILLA

972.617.7262 / FAX: 972.515.3221