

CITY OF OVILLA MINUTES

Monday, October 29, 2012

Special City Council Meeting

105 S. Cockrell Hill Road, Ovilla, TX 75154

Mayor Leverentz called the Regular Council Meeting of the Ovilla City Council to order at 4:07 P.M. The following City Council Members were present:

Larry Stevenson	Council Member Place 2
Doug Hunt	Council Member Place 4
Richard Dormier	Council Member Place 5/Mayor Pro-Tem

Absent:	Ralph Hall	Council Member Place 1
	David Griffin	Council Member Place 3

Mayor Leverentz noted present members thus constituting a quorum. City Administrator Randy Whiteman, various department-heads and staff were also present.

Mayor Leverentz gave the Invocation and led the recitation of the Pledge of Allegiance.

REGULAR AGENDA

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

Council reviewed the draft job posting. It was determined that all applications/resumes would be submitted to the City Secretary's office and the Mayor would ensure background checks were conducted.

PL1 Hunt made a motion that Council approves the job posting for the City Administrator's position.

PL2 Stevenson seconded the motion.

Mayor Leverentz asked for a record vote by announcement of AYE or NAY.

Present Council announced AYE in favor. No oppositions, no abstentions.

VOTE: The motion carried unanimously: 3-0.

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

Council discussed one of the requirements from applicants is that they possess experience in Texas. If the city were not receiving enough interested applicants, then the limitation would be lifted. Council agreed that the city secretary post the prepared job posting on the TML website.

Mayor ProTem Dormier made a motion that Council approves and authorizes the advertisement for the city administrator position as discussed.

PL4 Hunt seconded the motion.

Mayor Leverentz asked for a record vote by announcement of AYE or NAY.

Present Council announced AYE in favor. No oppositions, no abstentions.

VOTE: The motion carried unanimously: 3-0.

Adjournment

PL4 Hunt made a motion to adjourn the meeting of October 29, 2012 at 4:15 p.m.

PL2 Stevenson seconded the motion.

VOTE: The motion carried unanimously.



Thomas Leverentz, Mayor

ATTEST:



Pamela Woodall, City Secretary

Approved November 13, 2012

Attachments: City Administrator Job Posting

JOB POSTING

PUBLICATION DATE: October 31, 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 the 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;

JOB POSTING

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

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.

Submit applications and resumes to the city secretary's office.

City application must accompany a resume.

For additional information contact the city secretary.

CITY OF O VILLA

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