

JOB POSTING

CITY ADMINISTRATOR CITY OF EAGLE LAKE, TEXAS

Organization: City of Eagle Lake, Texas

Salary: Salary from \$65,000 to \$80,000 DOQ

Close Date: The position will remain open until filled.

Job Description:

Eagle Lake is a city in southeastern Colorado County, Texas, United States. The population was 3,639 at the 2010 census. The City is home to a golf course, the largest private lake in Texas, and the Eagle Lake Regional Airport, which serves light aircraft. The lake, along with adjacent rice fields, attracts a large variety of migratory birds. The City is known as the "Goose-hunting Capital of the World" and borders a wildlife preserve. Eagle Lake's residents have relied largely on agriculture but today, the City is diversifying its economy with a strong emphasis on bringing new industry into the area as well as helping existing businesses prosper and grow.

The City of Eagle Lake is a Type "A" General Law City with an Aldermanic form of government. Eagle Lake has an elected Mayor and five separately elected City Councilmembers. The Mayor appoints the City Administrator. The City Administrator also makes recommendations to City Council to adopt policies for the benefit of the health, safety, and welfare of the City.

The City Administrator is responsible for all departments, budget preparation, personnel matters, code enforcement, long-term planning, and economic development. The City Administrator candidate must possess a strong administrative background, good communication skills, the ability to multi-task, and must be a problem solver. The candidate must be comfortable with the largely rural setting of Eagle Lake and is expected to be actively engaged in the community.

The City has a Police Department, Volunteer Fire Department, Airport, Municipal Park with a Golf Course, and provides utilities to the City.

Eagle Lake is financially sound. The City's General Fund Budget for FY 2020 is \$5,218,000.

Learn more by visiting the official site of the City of Eagle Lake, Texas

<http://www.coeltx.net/home.html>.

Requirements:

The City Administrator Candidate should possess a Bachelor's degree in Public Administration, Business Administration, or a related field, and at least five or more years of municipal management experience as a senior-level government leader. Experience as a City Administrator or Assistant City Administrator; or 10 years minimum experience in performing the above duties is acceptable in lieu of a degree. The City Administrator candidate must have a valid driver's license.

Compensation:

Annual salary is offered at a minimum of \$65,000. Total compensation will vary depending upon qualifications and experience.

To Apply:

The position will remain open until filled. Blank applications are available online at <http://www.coeltx.net/home.html>. The completed application with resume can be submitted in person, by mail or via online or email submissions to City Secretary (citysecretary@coeltx.net), City of Eagle Lake, P.O. Box 38, Eagle Lake, Texas, 77434.

Eagle Lake, Texas is an Equal Opportunity Employer. Eagle Lake does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, or disability in employment or in the provision of services.

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