

City of Port Arthur, TX

Assistant City Manager



44 4th St | Port Arthur, TX 77640





The Community

Port Arthur is located 90 miles east of Houston on the gulf coast of Texas and is ranked as the twelfth largest port in the United States and the second largest refining port. Port Arthur is the home of three major refineries and is the important terminus of the Kansas City Southern railroad. The town has grown to almost 60,000 with a diversifying economy to sustain Port Arthur's growth.

Soaring bridges spanning scenic waterways lead to outdoor adventure filled with birding, fishing and wildlife. Port **Arthur unites land and sea in Southeast Texas, where their motto is “laissez les bons temps rouler,” that translates to “let the good times roll”.**

Port Arthur provides wetlands and Gulf beaches, salt and fresh water fishing and a comfortable year-round climate that is perfect to enjoy Sea Rim State Park, a completely natural beach. Port Arthur offers strong Cajun and other cultural influences through its cuisine and music.

Government

Port Arthur operates under a City Manager form of city government. The City Council is made up of a Mayor and eight Councilmembers. Four Councilmembers are elected from single member districts, two from combined districts and two at large. The two at large members are elected for three year terms and the other Councilmembers and mayor are elected for three year terms.

The Position

The Assistant City Manager is currently funded for two years. This position reports to the City Manager and provides administrative assistance to the City Manager by assuming responsibility for assigned administrative functions, analyzes and makes recommendations on difficult administrative problems, and assists City departments with various programs and activities.

Essential Duties and Responsibilities

- Essential duties and responsibilities may include, but are not limited to the following:
- Analyze administrative problems and develop reports and recommendations for the City Manager.
- Provide information and interpretation of City policies, functions, and procedures to individuals, civic groups and the press
- Prepare correspondence, reports, memoranda, and directives for the City Manager
- Provide staff support to the City Council.
- Represents the City Manager at various meetings and conferences
- Confer with department heads and employees regarding policy and procedure changes.
- Represent the City at community and professional meetings as required
- Formulate complex and sometimes controversial policies and recommendations.
- Assist with the formulation of the City's budget
- Responds to difficult and sensitive citizen complaints and requests for information

