



CITY OF GREGORY

P.O. Box 297 – 310 Ayers St.
Gregory, Texas 78359

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City Administrator

The City of Gregory is accepting applications for City Administrator. Responsible for enforcement of City Code of Ordinances, State law, other duties as assigned. Prepare annual operating budget, special reports and analyses to assist management in their decision-making. Evaluate and prepare reports, in compliance with all department heads. Assist in coordinating approval for facility purchases, operations, maintenance and special projects. Attend conventions and industry meetings in addition, work closely with Mayor and Council. Professional experience in planning, development, compile and prepare analytical and statistical reports for various special projects as requested by Mayor and Council. Knowledge of State and Federal Grant acquisition and administration. Benefits are accrual vacation and sick leave, paid approved holidays, Health insurance, retirement provided by Texas Municipal Retirement System (TMRS). Requires Bachelors of behavioral or social sciences, humanities, business administration, or a closely related field.

Submit resume, credentials, and applications to the office of City Secretary, Norma S. Garcia P.O. Box 297 / 310 Ayers St. Gregory, TX 79359 361-643-6562; norma.garcia@gregory-tx.com

The City of Gregory is an Equal Opportunity Employer.