CITY OF CRYSTAL CITY

JOB ADVERTISEMENT

Job Title: City Manager

Date Posted: April 24, 2025

Closing Date: Until position is filled

Salary: Depending on experience

**General Statement of Duties**

The City Manager is the chief administrative officer of the City, performing highly responsible managerial and supervisory work in planning, organizing, and directing the operations of the city. Duties include administering policies established by the City Council and by law; developing and implementing administrative procedures; coordinating and directing all departments and staff operations; selecting, developing, and effectively utilizing staff; and overall supervision of projects, city financing, and intergovernmental relationships.

If you have any questions please call Rebecca Moncada, HR Manager at (830) 374-3477 ext.7212 or for a complete Job Description and/or Job Application, please contact Ms. Moncada in person/by mail or email at:

Rebecca Moncada, HR Manager

City of Crystal City

101 E. Dimmit Street

Crystal City, Texas 78839

[rmoncada@cityofcc.org](mailto:rmoncada@cityofcc.org)

The City of Crystal City is an Equal Opportunity Employer.