



CITY OF LA GRULLA

City Hall

P.O. Box 197

La Grulla, TX 78548

Phone: (956) 487-3341

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Job Posting: City Administrator

The City of La Grulla, Texas, is seeking qualified applicants for the position of City Administrator.

Position Summary

The City Administrator is appointed by the City Commission and is responsible for the day-to-day operations of the City. This position serves as the chief administrative officer, overseeing municipal staff, implementing policies set by the City Commission, managing city finances, and ensuring effective delivery of public services.

Essential Duties and Responsibilities

- Direct, supervise, and coordinate the activities of all City departments.
- Implement ordinances, resolutions, and policies adopted by the City Commission.
- Prepare and administer the annual budget in coordination with the City Commission.
- Provide professional recommendations to the City Commission regarding municipal operations and long-term planning.
- Oversee municipal projects, contracts, and grant administration.
- Maintain effective relationships with citizens, community organizations, regional partners, and state/federal agencies.
- Duties may be added, removed or evolve as deemed appropriate by the City Commission.

Minimum Qualifications

- Bachelor's degree in Public Administration, Business Administration, Political Science, or related field (Master's degree preferred).
- At least three (3) to five (5) years of progressively responsible experience in municipal government or public administration, with supervisory experience preferred.
- Five (5) to eight (8) years of directly related experience performing the above duties may substitute for a degree.
- Valid Class C Texas Driver's License
- Eligibility to be bonded
- Must be willing to submit to and able to pass a background check
- Strong knowledge of municipal finance, budgeting, personnel management, and applicable laws and regulations.
- Excellent communication, leadership, and organizational skills.

Preferred Qualifications

- Experience working in Texas local government.
- Bilingual proficiency in English and Spanish.
- Familiarity with state and federal grant programs.

"The City of La Grulla is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services."

Compensation

Salary is based on qualifications and experience.

Application Process

Interested applicants should submit a cover letter, résumé, and three professional references to:

Hand Delivery:

City of La Grulla

Attn: City Commission
194 FM 2360
La Grulla, Texas 78548

Mail Delivery:

City of La Grulla

Attn: City Commission
PO Box 197
La Grulla, Texas 78548

Electronic submissions may be emailed to: info@cityofgrulla.com to the attention of:
City Commission

Application Deadline

Applications must be received by **3:00 pm on Friday, September 19, 2025.**

Appointment Notice

Please note: The City Administrator is an appointed position under ordinance of the City of La Grulla. While applications are encouraged and will be reviewed, the City Commission reserves the right to appoint a qualified individual of its choosing, whether or not that person has submitted a formal application.