



City of Baytown, Texas

CITY MANAGER



■ THE CITY

Baytown is a growing community with a population of approximately 87,000 situated east of Houston, Texas and north of Galveston Island along Interstate 10 and State Highway 146. Baytown is the third largest city in Harris County that borders the Gulf of Mexico with waters fed from Trinity Bay along the west side.

There has been tremendous investment in the community with the influx of businesses in areas such as health care centers, grocery stores, restaurants, and other large-scale retail developments, including the multi-million-dollar redevelopment of the San Jacinto Mall. The City of Baytown, in partnership with the Hyatt Regency Hotel chain, is currently developing a large-scale hotel/convention center on Bayland Island, with an anticipated opening of Summer 2023. The city also entered into a long-term agreement this year with a development company to create a new golf course on the site of the former Evergreen Golf Course.

This unique and diverse city has capitalized on phenomenal growth with a strong and diversified tax base from industrial, logistic, and wholesale distribution operations in and around Baytown that provides the foundation for a stable, healthy, and vibrant economy. The cornerstones of Baytown's industrial development are four world-recognized entities consisting of ExxonMobil, Chevron Phillips, Covestro and Enterprise Products.

Baytown is one of the best-kept secrets with popular tourist attractions to include the Town Square with its outdoor ice rink, the Baytown Nature Center, the Eddie V. Gray Wetlands Center, and Pirate's Bay Waterpark. Baytown also offers birding and fishing opportunities, geocaching, outdoor recreation activities and events, art displays and exhibits, as well as wonderful historic landmarks offering cultural venues to include the Brunson Theater, the Baytown Art Gallery and Baytown Little Theater. Baytown students are served by Goose Creek Consolidated Independent School District, and Lee College, a two-year, public community college, which offers numerous post-secondary academic, vocational, and technical programs leading to certification or an associate degree. Lee College also provides training and workforce partnerships with community businesses.

It is an exciting time to come work for the City of Baytown! The City and community share a similar vision to make the community a better place to live, work and raise a family. The City staff and leadership are dedicated to improving the residents' quality of life, increasing opportunities for citizens and the business community, and leading with purpose guided by a set of organizational values:

- **Caring** - We demonstrate in all interactions our respect and appreciation for colleagues and customers.
- **Innovation** - We work proactively to improve processes and services to better serve our customers.
- **Collaboration** - We pursue greatness by building strong, inclusive partnerships within the organization and the community.
- **Leadership** - We inspire and encourage others.
- **Stewardship** - We thoughtfully and responsibly manage the resources entrusted to us.

To learn more information about the City of Baytown, including the City's budget and strategic plan, visit the City's website at: <https://www.baytown.org/>

■ GOVERNANCE

The City of Baytown is a full-service city incorporated on January 24, 1948, as a Home Rule City operating under the Council-Manager form of government. The Baytown City Council is comprised of six single district Council Members, and a Mayoral position elected at-large. All members of the Council are elected and serve 3-year staggered terms. The Mayor and Council are the City's governing body tasked with enacting local legislation through ordinances and resolutions providing vision, policy, and fiscal oversight. The City Manager is appointed by the City Council and is responsible for the day-to-day operations of the City. The position is tasked with administering the City's administrative policies and ensuring enforcement of ordinances and resolutions approved by the City Council.

The City Manager is the chief executive for the city and leads City staff with approximately 1,010 full-time employees, comprised of the following departments: City Clerk, City Manager's Office, Finance, Fire, Health, Human Resources, Information Technology Services, Legal, Library, Municipal Court, Parks & Recreation, Planning & Development Services, Police, Public Affairs, and Public Works and Engineering.

The City of Baytown's annual general fund budget for FY 22-23 is \$ 143,668,680. General Fund revenue is comprised of taxes, license and permit fees, intergovernmental revenues, charges for services, miscellaneous revenues and transfers-in from other funds. Industrial District Payments (IDAs) and Economic Development Agreements (EDA) are the largest source of revenue for the General Fund, comprising 52.91% of total revenues. The other two largest revenue sources are represented by Ad Valorem Taxes (17.69%), along with Sales and Use Taxes (15.86%).

POSITION OVERVIEW

The Baytown Mayor and Council are seeking a highly skilled individual who will have the ability to provide guidance and direction to ensure the efficient management and effective operation of the City.

Key Areas of Responsibility:

- Provides leadership to effectively prioritize issues, projects, strategic planning, budget, and capital improvements.
- Responds to citizen requests working effectively with diverse interests and opinions represented by community leaders, business interests, and active neighborhood groups.
- Provides support to the City Council in an open and participatory climate.
- Articulates City Council municipal policy positions to the media, community groups and citizens.
- Works on special projects (Economic Development Foundation, Baytown Area Water Authority, Chamber of Commerce, etc.).

■ CHARACTERISTICS OF THE IDEAL CANDIDATE

The next City Manager must be an exceptional leader with a heart for public service, able to respond to the City's challenges both strategically and tactically, and possess the emotional intelligence to not buckle under pressure. The ideal candidate should have prior experience leading a full-service city of similar size, complexity, and cultural diversity. This new leader must be a values-based professional that is deeply committed to transparency and manages with purpose and integrity to make decisions that enrich the lives of the Baytown employees and the community as a whole.

Candidates must be organized and fiscally responsible decision makers that are dedicated to the improvement of City services across all sectors of the population with an emphasis on customer service excellence and operational efficiency. Additionally, the successful candidate must be a bridge builder who embraces collaborative partnerships, encourages community engagement, and is not afraid to dream big and challenge the status quo for future growth in Baytown.

An ideal background that would complement the community's expansion, current projects and key initiatives would include experience working in a master-planned community, with economic development projects and incentive program, transportation, and infrastructure improvement needs, contract negotiations with industry partners, as well as strategic planning for untapped areas of Baytown.

Prior experience must show successful progression and continued growth in management and leadership responsibilities and roles, such as, but not limited to, a City Manager, Assistant City Manager or Department Director.

The ideal candidate for the next **City Manager** shall have the following core competencies:

- **Inspirational Leadership** – Empowers an inclusive workforce; creates an environment where the diversity of ideas and views are fostered and nurtured; exhibits engaging and approachable behavior; has the ability to manage teams in crisis and conflict resolution; is a transparent and present manager who provides clear expectations and fosters a culture of personal accountability at all levels of the organization.
- **Politically Astute/Community Collaborator** – Successfully communicates and collaborates with the Mayor and Council, senior leadership team, community, and civic leaders; strives to build consensus amongst leadership and ensures fairness and consistency in responsiveness and engagement; maintains positive, productive partnerships with other local, regional, and state leaders, and agencies.
- **Communication Skills** – Listens attentively to understand the needs, intentions, and values of others; is an outstanding written and verbal communicator with exceptional interpersonal, analytical, negotiation, and presentation skills; handles sensitive situations with tact, diplomacy, and a calm demeanor.
- **Talent Management** – Demonstrates the ability to develop and align a diverse talent pool needed to meet and exceed organizational goals; maintains and builds high-performing teams that hold themselves and staff accountable for their performance; delegates appropriately; and optimizes employee skillsets.
- **Strategic Thinking & Foresight** – Has the patience and perseverance to foster and implement the mission, vision and direction of the City; seeks “best practices” and trends for continued growth and relevance; develops short and long-range achievable goals and works strategically to achieve them; makes informed and sound decisions; is able to adapt to ongoing challenges and capable of pivoting and re-directing when necessary; provides direction by clearly and effectively setting courses of action; is a talented problem solver.
- **Financial Development/Acumen** – Ensures innovative revenue development strategies; understands community priorities using data to advocate for funding; prioritizes securing the necessary financial resources to sustain and grow the community; ensures continual adherence to generally accepted accounting principles, and related budget and financial matters; understands and can manage operations within budget constraints; seeks new economic development funding opportunities.



EDUCATION/EXPERIENCE

Required:

- Bachelor's Degree from an accredited college or institution in Public Administration, Business Administration, or a related field.
- Ten (10) years of executive level experience administering a full-service city of similar size, complexity, and cultural diversity.
- Valid driver's license with an acceptable driving record (must obtain TX driver's license within 90 days).

Preferred:

- Master's Degree from an accredited college or institution in Public Administration, Business Administration, or a related field.
- Previous City Management experience.



COMPENSATION & BENEFITS

The salary range for this position is **\$225,000 - \$275,000** and is commensurate on qualifications and experience of the successful candidate. The selected candidate will be required to reside within Baytown city limits.

The city also offers a **Full Benefits Package** including generous paid holiday, vacation, and sick leave to support your work/life balance; insurance options for medical, dental, vision, life, and disability; TMRS retirement with 14% City contribution; free employee clinic access for medical coverage participants; mental health and financial education benefits, association dues and continuing education as budgeted, and much more!

APPLICATION PROCESS & RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, October 31, 2022**.

Please submit your materials to: <https://www.cpsr.us/recruitment/2090>.

For additional information about this position please contact:

KYLIE WILSON

Senior Executive Recruiter
kwilson@cpsr.us ■ www.cpsr.us

CPS HR CONSULTING



Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited will be invited to participate further in a formal assessment process. An appointment is anticipated upon the completion of comprehensive reference and background checks.