



City of Bellaire

**CITY  
MANAGER**





## ■ THE CITY

Bellaire, Texas is located seven miles southwest of downtown Houston with a population of approximately 17,202 residents and spans 3.5 square miles. Founded in 1908, Bellaire is an enclave residential community surrounded by Houston, offering a quality of life that promotes a family atmosphere with great amenities and the charm of a small town.

Bellaire provides full-service fire and police protection, excellent parks, award-winning recreation programs, a library, and active engagement with community partners including PATRONS for Bellaire Parks, Nature Discovery Center, Evelyn's Park Conservancy, Bellaire Business Association, Bellaire Southwest Houston Rotary, Bellaire Little League, and the Bellaire Optimist Club, Friends of the Bellaire Library, and the Bellaire Police and Fire Foundation.

Bellaire is one of the most sought-after neighborhoods in the area with its spacious lots, streets lined with oak trees, and beautiful parks, as well as easy access to one of the finest health care facilities in the world, the Texas Medical Center. Residents are minutes away from the Uptown Houston/Galleria area, one of the most popular retail and tourist destinations. The median household income in Bellaire is \$206,734, with 79.6% of residents holding a bachelor's degree or higher.

Bellaire has a reputation of excellence in education with both public and private elementary schools, middle schools and high schools. It is within the Houston Independent School District, and is near numerous colleges and universities to include Rice University, Texas Southern University, South Texas College of Law, Texas Women's University, Houston Baptist University, McGovern Medical School, Texas A&M Health, Baylor College of Medicine, the University of Houston, and the Houston Community College System.



## ■ GOVERNANCE

Bellaire is a Home Rule city, having first adopted a charter on April 2, 1949, and operates under a Council-Manager form of government. The City Council is composed of a Mayor and six Councilmembers, all of whom are elected at large. The Mayor is elected for regular terms of two years, and the Councilmembers are elected for regular terms of four years. The Mayor and three Councilmembers are elected on two year intervals at each regular election.

The City Council appoints the city manager, city clerk, prosecutor, and two municipal court judges. The Council contracts with external firms to provide legal services as the city attorney and engineering services as the city engineer.

The City Manager is the chief executive for the city and leads city staff with approximately 180 employees and oversees an annual general fund budget of \$23M, and an enterprise fund budget of \$10.4M for water, wastewater and solid waste and a variety of capital projects. The City of Bellaire is comprised of the following departments: City Clerk, City Manager's Office, Development Services, Finance, Fire, Human Resources, Library, Municipal Court, Parks, Recreation & Facilities, Police, Public Works and Utility Billing.

*To learn more about the City of Bellaire visit: <https://www.bellairetx.gov/>*



## ■ POSITION OVERVIEW

The City of Bellaire Mayor & Council are seeking a leader who will effectively manage the day-to-day operations of the city while also representing the interests of the Bellaire residents and various community organizations and businesses. The City Manager will work with elected and public officials, community stakeholders and staff to achieve results which are aligned with the goals set by City Council.

This position requires getting things done quickly and handling a variety of activities simultaneously. The City Manager must determine which issues are of a sensitive nature and should communicate in an appropriate format and timely manner to keep Council well informed. The City Manager must be transparent and forthcoming when dealing with issues of a public nature, yet discreet when dealing with sensitive employee or legal issues.

### ***Key Areas of Responsibility:***

- Ensures the execution, enforcement, and administration of all laws, provisions of the City Charter, City Codes, City Ordinances, or other acts of the City Council.
- Appoints, suspends, or removes any employee of the city not appointed by City Council as provided for in the City Charter.
- Oversees the preparation of meeting agendas and supporting materials; attends all meetings of the City Council; presents recommendations and alternatives to Council; and responds to questions and direction from City Council.

- Oversees the preparation of the annual budget and submits it to the City Council for consideration and adoption; is responsible for its administration after its adoption; prepares long-term plans for capital improvement projects and fiscally responsible financing.
- Advises and informs City Council on a “real-time” basis of the City’s financial condition, progress of programs, present and future needs of the City; matters requiring Council consideration or implementation of policy and makes such recommendations as may be necessary.
- Oversees the City’s daily operations by managing all City departments as well as all outsourced functions and services of the City (except those departments, functions, or services for which other provisions are made by City charter or applicable law or contractual agreement); and is responsible for all City activities, programs and services including directing development and implementation of goals, objectives, policies, and procedures and ensuring that City goals and priorities are achieved.
- Reviews and evaluates programs, service delivery methods, and systems within the city, including administrative and support systems and internal relationships; identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.
- Directs the implementation, maintenance, and enforcement of City policies and practices as prescribed by the City Council and addresses the City Council on behalf of City staff.
- Serves on the Emergency Management Team in the event of a disaster.

## ■ CHARACTERISTICS OF THE IDEAL CANDIDATE

The new City Manager shall have the political aptitude and intelligence to make financially and ethically sound decisions ensuring the City’s financial transparency, accountability, and sustainability. This strategic-minded individual will be dedicated to the successful delivery of City services across all sectors of the population with an emphasis on customer service excellence and improving organizational efficiencies, service levels, and public engagement. This highly collaborative leader shall have exceptional interpersonal and analytical skills to bring credibility to the role and have the ability to quickly establish mutual respect and trust with Mayor and Council. This “community steward” must be deeply committed to the mission of public service to celebrate, respect, and encourage diversity with the Bellaire employees, partners, and the community as a whole.





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

- **Leadership** – Empowers a diverse workforce; creates an environment where ideas are fostered and nurtured; exhibits engaging and approachable behavior; listens attentively to understand the needs, intentions, and values of others.
- **Politically Astute / Community Collaborator** – Successfully engages with the Mayor and Council, senior management, external stakeholders, and civic leaders; maintains positive, productive community partnerships and collaborations; maintains relationships with other local, regional, and state elected officials and agencies.
- **Forward-Thinking** – Has patience and perseverance to foster a vision and direction for the city; seeks “best practices” and trends for continued growth and relevance; develops short and long-range plans, strategies, priorities, goals, and objectives.
- **Adaptable and Manages Change** – Able to adapt to ongoing challenges and capable of shifting direction when necessary; effectively communicates within the organization.
- **Communication Skills** – Exceptional listener; outstanding communicator with exceptional interpersonal, analytical, written, and verbal communication and presentation skills; handles sensitive situations with tact and diplomacy.
- **Financial Development / Acumen** – Ensures the effective use of revenue, resources, and adherence to generally accepted accounting principles, and related budget and financial matters; understands and can manage operations within budget constraints; experience with government finance mechanisms.
- **People Management** – Maintains and builds high-performing teams that hold themselves and staff accountable for their performance; delegates appropriately; optimizes resources; pursues achievable goals and works strategically to achieve them.
- **Problem-Solving and Strategic Thinking** – Demonstrates the ability to analyze, interpret, and effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; provides/implements creative solutions; provides direction by clearly and effectively setting courses of action; and improves and sustains superior project and program delivery.

## ■ MINIMUM QUALIFICATIONS

### Education

Candidates must possess at least a bachelor's degree from an accredited college or university. Exceptional and extensive work or military experience may substitute for a college degree. Possession of a master's or doctorate degree in a related field is a plus, or in the alternative a history of continued growth in management and leadership responsibilities, such as but not limited to City Manager, Assistant City Manager or Department Director, and a record of and continued desire for personal and professional growth opportunities. Candidates shall currently be, or become upon hire, an active member of the Texas City Management Association (TCMA) and International City Management Association (ICMA).

### Experience

Candidates should have broad experience in local government. Knowledge of finance (municipal preferred), as well process and project management is preferred. Representative experience should include the areas of engineering, zoning and land use planning/policies, capital projects, code enforcement, construction permitting and inspections, licensing, and development application review services for the development community.

## ■ COMPENSATION & BENEFITS

Salary will be commensurate with the qualifications and experience of the successful candidate . The City of Bellaire offers an excellent benefits package including medical and dental, as well as participation in the Texas Municipal Retirement System.

To learn more visit: <https://www.bellairetx.gov/613/Summary-of-Benefits>

## ■ APPLICATION PROCESS & RECRUITMENT SCHEDULE

To be considered for this 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, April 18, 2022**.

Please submit your materials to: <https://www.cpshr.us/recruitment/1971>.

Candidates deemed to have the most relevant backgrounds will be invited to participate in online assessments and a preliminary screening interview. Those individuals determined to be best suited will be invited to participate further in a formal assessment process with the city.

For additional information about this position please contact:

**KYLIE WILSON**

Senior Executive Recruiter

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