

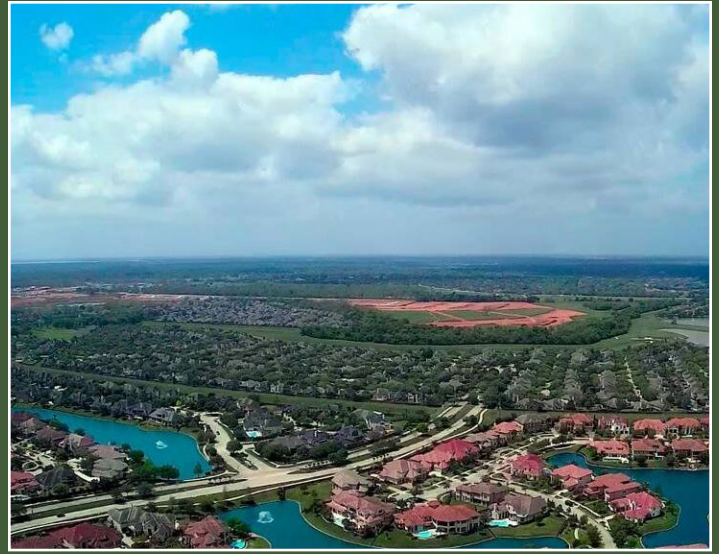


# Deputy/Assistant City Manager

## THE COMMUNITY

Missouri City, Texas is known as the “Show Me” city, has a diverse population of over 80,000 and is respected and designated as a Platinum Scenic City by Scenic Texas, a program that honors cities excelling in fostering a sense of pride in their communities by utilizing strict ordinances and regulations that preserve the City’s visual environment. Missouri City is one of nine cities to have received this designation in Texas and the Houston region.

Missouri City residents enjoy a high quality of life that combines the advantages of a major metropolitan area with the comfortable atmosphere of a smaller community. The city has 21 parks totaling 393 acres, 14.4 miles of trails, an award-winning 36-hole golf course and meeting facility, as well as a state-of-the-art Recreation and Tennis Center that houses a cardio and weight room, gymnasium, batting cages, multi-purpose rooms, locker rooms, and tennis courts.



## GOVERNMENT

The City of Missouri City operates under a Council-Manager form of government. The Council is comprised of a Mayor, elected at large, and six Council members. Two Council Members are elected at-large and four elected from single member districts. The City Council appoints the City Manager to lead and manage the day-to-day operations of the organization.

The City Manager oversees the work of 456 full-time employees, and an FY 2025 annual budget of \$242.98 million which includes a General Fund Budget of \$96.3 million. The City is comprised of 15 departments/divisions including General Government, Police, Fire & Rescue, Financial Services, Municipal Court, Economic Development, Public Works/Engineering, Development Services, Neighborhood Services, Parks & Recreation, Human Resources, Communications, Innovation & Technology, Golf, and Internal Services. The Leadership Team is working to build a high-performance organization that is customer focused.

The City Council adopted a strategic plan which serves as an action-oriented road map. This plan continually and intentionally focuses and aligns City resources towards achieving the long-term vision of the community. This plan was a culmination of months of preparation, creative thinking, and documentation of the structure and methods the City uses to guide its decisions. This plan also provides context to the complex public policy and resource allocation questions that may arise. The City has established strategic steps and objectives to accomplish the adopted goals.



### CITY OF MISSOURI CITY'S 2025 STRATEGIC GOALS

#### **Create a Great Place to Live**

To create a safe, beautiful, active, diverse, unified, and known destination as a place to live.

#### **Maintain a Financially Sound City Government**

To maintain a financially sound organization through effectiveness, quality services, infrastructure and growing the base.

#### **Grow Business Investments in Missouri City**

To grow more businesses and jobs, as well as optimizing business retention and expansion in Missouri City.

#### **Develop a High-Performance City Team**

To develop employee performance through working together and producing results.

#### **Have Quality Development Through Build Out**

To create active lifestyle centers, build and maintain high quality neighborhoods and housing, and ensure effective mobility.



## UPCOMING CHALLENGES & INITIATIVES

The next Deputy/Assistant City Manager will join a high-performing organization delivering excellent municipal services while navigating exciting challenges and opportunities. While these are addressed city-wide, candidates will work with various departments to tackle challenges associated with a fast-growing city.

**Alternative Funding** – Missouri City actively seeks alternative funding sources to support critical infrastructure projects and community programs. This includes pursuing public-private partnerships, exploring grant opportunities, and developing creative financing strategies.

**Leading Innovation through Technology** – Missouri City is committed to embracing innovative technologies to enhance service delivery and improve operational efficiency. This includes developing and implementing systems for smarter work processes, leveraging data analytics for informed decision-making, and enhancing cybersecurity measures.

**Community Engagement** – Missouri City values strong community engagement and actively seeks resident input on city policies and priorities. This includes hosting public forums, conducting resident surveys, and utilizing online platforms to facilitate communication and feedback.

**Development of Standards and Best Practices for Operations** – Missouri City is dedicated to continuous improvement and strives to develop and implement high standards and best practices across all departments. This includes streamlining processes, enhancing customer service, and ensuring compliance with all applicable regulations and standards.

**Team Development** – Missouri City is focused on becoming a high-performing team, leading to improved communication, increasing productivity, enhancing job satisfaction, and creating an environment where employees feel valued, supported, and empowered.

To learn more, go to: <https://www.missouricitytx.gov/>



## THE POSITION

The City of Missouri City is hiring two (2) Deputy/Assistant City Manager positions that will report directly to the City Manager and will assist her in overseeing 15 departments comprised of diverse, high caliber teams to achieve departmental and city-wide objectives, initiate and oversee strategic goals, and execute Mayor and Council policy initiatives. Departments will be assigned based on the education and experience of each candidate. The Deputy/Assistant City Managers will serve as key members of the City Manager's executive team and have frequent interaction with the Mayor and Council, leaders of other public agencies and community stakeholders.

Missouri City, Texas is a growing city with a commitment to creating a culture of performance and leadership at all levels, continuous improvement, accountability, innovation in technology, and transparency to improve organizational outcomes. The City utilizes a performance dashboard tool that links and measures the City's current initiatives and key performance indicators to the objectives and strategic focus areas as outlined in the City's Updated Strategic Plan. The Dashboard allows the public to view performance measures and the status toward meeting those measures. <https://missouricity.clearpointstrategy.com/>

### A Few Key Areas of Responsibility:

- » Manages efforts for on-going improvements; provides public information and communicates with those citizens and businesses within the greater Missouri City, Texas community.
- » Assists the City Manager in the effective, efficient, and economical management of the assigned functions, and strategic planning; submits reports and recommendations on a variety of issues concerning activities.
- » Establishes, within City policy, appropriate service, and staffing levels for assigned functions; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- » Oversees and participates in the development and administration of the budget for assigned functional areas; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- » Assesses and monitors workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identifies opportunities for improvement; directs and implements changes.
- » Ability to delegate considerable authority for the performance of technical and administrative activities but retain responsibility for results obtained.
- » Manages and supervises special projects and oversees complex operational and administrative problems; analyzes findings and prepares reports of practical solutions for review.
- » Provides strategic oversight of assigned departments and assists directors and managers with various projects, programs, and development of goals that with the City's vision and mission.
- » Reviews and analyzes legislation for impact on the City; works with legislators to develop or influence legislation; recommends revisions to proposed legislation.
- » Represents the City with outside agencies; provides staff support to assigned boards and commissions; represents the City Manager in her absence.

## IDEAL CANDIDATE

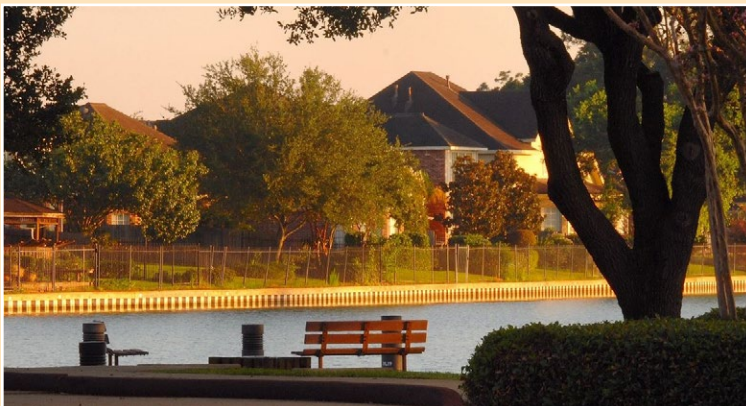
Candidates shall be a “community steward” and a values-based professional that is deeply committed to transparency and managing with purpose and integrity to make decisions that enrich the lives of the City of Missouri City employees and the community as a whole. These “big picture” thinkers must be enterprising, passionate, and participative servant leaders focused on the successful delivery of City services across a diverse population with an emphasis on customer service excellence, public engagement and improving organizational efficiencies.

Candidates shall be a strong mentor who values the input and expertise of high-performing staff, supports professional development, and fosters an internal culture of open communication and accountability. This new leader must also focus on developing and maintaining positive and collaborative relationships with community stakeholders and partner agencies to effectively and equitably serve the needs of the Missouri City residents.



The ideal candidates for the next **Deputy/Assistant City Manager** roles shall possess the following core competencies:

- » **Politically Astute / Community Collaborator** – Successfully engages with the Mayor & Council, senior management, external stakeholders, and civic leaders; maintains positive, productive community partnerships and collaborations; maintains relationships with other local, state, 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.
- » **Leadership** – Demonstrates an enthusiastic and empowering workforce and creates an environment where ideas are fostered, and growth potential is nurtured and developed; exhibits engaging and approachable behavior; listens attentively to understand the needs, intentions, and values of others.
- » **Financial / Business Acumen** – Ensures innovative revenue development strategies; ensures continual adherence to generally accepted accounting principles, and related budget and financial matters; understands and can manage operations within budget constraints; experience with Tax Increment Reinvestment Zones (TIRZ), Municipal Utility Districts (MUD), Public Improvement Districts (PID) and evaluating economic development agreements.
- » **Results-Oriented** – Improves and sustains superior project and program delivery; 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 and provides direction by clearly and effectively setting courses of action.
- » **Technically Savvy / Innovative** – Stays abreast of industry best practices in relation to AI technology and key performance indicators; demonstrates the ability to research and apply new ways of conducting business that add value to organizational operations, and more efficient delivery of city services.



## EDUCATION AND EXPERIENCE

Candidates must have a bachelor’s degree in Public Administration, Business Management, Political Science or a related field from an accredited college or university. A master’s degree in a relevant field is preferred. Candidates shall have at least eight (8) years of relevant professional experience showing continued growth of management and leadership responsibilities, in roles such as but not limited to City Manager, Deputy City Manager and/or Assistant City Manager for a full-service municipal government. It is preferable for candidates to also be a Certified Public Manager and/or ICMA Credentialed Manager.



## COMPENSATION AND BENEFITS

The City of Missouri City offers a competitive salary and benefits package. The salary range for the Deputy/Assistant City Manager position is **\$188,179 to \$223,902** and is dependent on qualifications. The city provides a comprehensive benefits package and leave time that includes:

- » **Medical Insurance:** Employees can choose from three UnitedHealthcare plans, including HMO, HSA, and PPO options, with varying deductibles and co-pays to suit different needs. The city contributes to the Health Savings Account (HSA) for eligible employees, with contributions of \$1,250 for individual coverage and \$2,250 for family coverage.
- » **Dental and Vision Insurance:** Coverage includes preventive, basic, and major dental services, as well as vision care through UnitedHealthcare, with options for annual exams, glasses, and contact lenses. The city provides basic life and AD&D insurance at no additional cost, with the option to purchase additional coverage for employees and their dependents. Long-term disability insurance is provided by the city, covering 66.67% of the employee's salary, with a monthly maximum benefit of \$10,000.
- » **Retirement Plan:** Employees participate in the very attractive and desirable Texas Municipal Retirement System (TMRS), with a 2:1 employer match on employee contributions, vesting after five years of service, and retirement eligibility at 20 years or age 60 with 5 years of service.

**Additional Benefits:** Along with access to an Employee Assistance Program (EAP), Flexible Spending Accounts (FSA), and various voluntary supplemental products through AFLAC, the City also offers paid vacation and sick leave, relocation expenses for out-of-town/state candidates, as well as a car allowance and a cell phone allowance.



## APPLICATION PROCESS

To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (*who will not be contacted without prior notice*). The **first resume review** deadline is **Friday, February 21, 2025**. Your resume should reflect years *and* months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please submit your materials to:  
<https://www.cps hr.us/recruitment/2360>.

For additional information about this position please contact:

CPS HR  CONSULTING

KYLIE WILSON  
Principal HR Consultant  
Email: [kwilson@cps hr.us](mailto:kwilson@cps hr.us)  
Website: [www.cps hr.us](http://www.cps hr.us)

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant and strongest 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 with the City. Final placement is contingent upon the completion of comprehensive reference and background checks.

