



# CLEVELAND *Texas* CITY MANAGER







## ★ THE CITY ★

Cleveland, Texas is located in Liberty County, just 45 miles north of Houston on U.S. Highway 59, and was founded in 1836. Centered among mixed pine and hardwood forests and surrounded by the East Fork and San Jacinto Rivers, the Cleveland area is a beautiful environment where one can find most everything they need to live a good life. With a thriving economy, great schools, churches, recreation, and friendly people, the City of Cleveland works in partnership with residents, businesses, and community leaders to provide a healthy, welcoming atmosphere where citizens choose to live, raise families, and take pride in their hometown.

With an estimated population of 8,350, the City is growing into a community of opportunity and prosperity, while retaining the peacefulness of a Texas country town. Innovative businesses, including those that specialize in green energy, forestry, and manufacturing, have found Cleveland to be the ideal home for new business growth and expansion. Cleveland is in close proximity to George Bush Intercontinental Airport (IAH), and also operates Cleveland Municipal Airport, which features a 5,000-foot runway that is out of Houston's IAH flight path. The City's major sources of revenue are sales tax and ad valorem property tax.

The City is served by a full-time fire department and is currently building a brand new fire station and contracts emergency medical services to Allegiance Ambulance Services. Through the continual development efforts in the Grand Oaks Reserve, recent approval has set forth the development of section seven and eight that consist of additional single-family homes. The LGI development, known as Pinewood Trails, constructed 111 single-family homes in the fiscal year and is preparing the wastewater treatment plant to support additional homes in the upcoming phases. The master plan of this improvement will consist of a 4-acre park, a party pavilion, picnic areas, and water amenities. BNSF is developing a 1,200-acre logistics center near Fostoria and HWY 105. This industrial park will serve multiple rail-customers including light manufacturers and laydown yards.

Projects that are also underway or planned are:

- Purchase and replacement of equipment needed for efficient operation of Fire, Police and other departments
- Engineering and design of a new fire station
- Splash pad amenity for the community
- Automatic meter reading tower and software
- Major restoration of water system tanks
- Municipal Sports Park electrical improvements.

Project planned for the future include:

- Purchase and replacement of equipment needed for efficient operation
- Upgrade airport runway lighting system
- Repaving of selected streets
- Police Evidence Facility
- Depot and stancel pavilion projects
- Elevated storage tank No. 1 and No. 2 rehab
- Tanglewood elevated storage tank
- Downtown Revitalization Phase II
- Cleveland Municipal Airport lighted marquee sign
- Financing fire apparatus.



Recent audit and budget located on the City's website. The Finance Department was awarded the Certificate of Achievement for Excellence in Financial Reports for FY ending September 2020.

## ★ GOVERNANCE ★

The City is a Home Rule Charter City and operates under the Council-Manager Government. The elected body is made up of a Mayor and five (5) Council members, with one member designated as Mayor-Pro-Tem, who are elected at large by the voters with no geographic representation to any position among the City's policymakers. The length of office for all Council members and the Mayor are staggered two-year term with term limits of six years. The Mayor and Council are the City's governing body tasked with enacting local legislation through ordinances and resolutions providing vision, policy, fiscal oversight and public safety.

The City Council appoints the City Manager, the City Attorney (external firm), and the Municipal Court Judge. All other staff members work under the direction of the City Manager with the exception of the Economic Development Corporation Director, who serves at the pleasure of the corporation board.

For more information, please visit the City's website at <https://www.clevelandtexas.com>

## ★ POSITION OVERVIEW ★

The Mayor and Council are seeking a highly skilled individual for their new City Manager to serve as the chief administrative and executive officer of the City and provide guidance and direction to ensure the efficient management and effective operation of the City.

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 will lead a staff of approximately 105 employees and oversee an annual estimated general fund budget of \$11M. The City Manager will manage the following city operations: Police, Fire, Finance, Public Works, Administrative Services, City Secretary, Municipal Court, Tourism and Marketing, and Library.

Some key responsibilities are:

- Member of Emergency Management Team that is required to remain in the City during any natural disaster or Act of God. In case of accident or other circumstances creating an emergency, the City Manager may, with the consent of the governing body, award contracts and make purchases for the purpose of repairing damages caused by said accident or avoiding said public emergency. A certificate report will be filed with the Mayor immediately afterwards showing such emergency and the necessity of such action together with itemized account of all expenditures.
- Works with the different committees in the City on City related issues (i.e. Zoning, Board of Adjustment, etc.)
- Prepares the annual budget, submits it to the City Council for consideration and adoption, and is responsible for budget administration after its adoption: prepares long term plans for capital improvement projects and fiscally responsible financing of same.

- 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 seem necessary.
- Oversees the preparation of meeting agendas and supporting materials with City Secretary; attends all meetings of the City Council, Cleveland Economic Development, Zoning Commission, Zoning Board of Adjustments, Airport Board, Charter Review Board and any other board meeting; present recommendations to council; and responds to questions and direction from City Council.
- Appoints, suspends or removes any employee of the City not otherwise appointed by City Council as provided for in the City Charter.
- Attends pre-development meetings and project status meetings.
- Acts as the Investment Officer.



## ★ CHARACTERISTICS OF THE IDEAL CANDIDATE ★

The next City Manager shall be an exceptional leader with a heart for the community and the emotional intelligence and professional presence to respond to the City’s challenges both strategically and tactically. The ideal candidate shall have the patience and perseverance to foster the vision and direction of the City by seeking “best practices” for continued growth and relevance. This fiscally sound and business-minded individual must be dedicated to the effective and efficient delivery of City services across all sectors of the community. Additionally, this dynamic and innovative leader must be a community steward that is deeply committed to transparency and the mission of public service to make decisions that are in the best interest of the Cleveland employees and the community as a whole. It is imperative that this new leader effectively implements projects that are projected to start or have already started to maintain the momentum and timelines.

The new City Manager must be an intentional listener and an outstanding communicator with exceptional interpersonal, analytical, written, and verbal communication and presentation skills, along with the ability to handle sensitive situations with tact and diplomacy. The ideal candidate for the next City Manager must have the following core competencies:

- **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 state, regional and state elected officials and agencies.
- **Problem-Solving / Strategic Thinking:** Demonstrates the ability to analyze, interpret and effectively identify and solve problems; develops short and long-range plans, strategies, priorities, goals, and objectives; provides creative solutions and makes informed decisions to successfully address complex organizational challenges.
- **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.
- **Results Oriented:** Improves and sustains superior service delivery; maintains and builds high-performing teams that hold themselves and staff accountable for their performance; delegates appropriately; optimizes and leverages resources; pursues long and short-term goals and works strategically to achieve them.
- **Financial Development / 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 all forms of government finance mechanisms.
- **Advocacy:** Understands community priorities using data to advocate for grant, FEMA and state federal funding; prioritizes securing the necessary financial resources to sustain and grow the community; and seek grant funding opportunities.
- **Talent Management:** Demonstrates the ability to attract, align, develop and retain a diverse talent pool needed to meet and exceed organizational goals.



## ★ EDUCATION AND EXPERIENCE ★

Bachelor's Degree from an accredited college or university in Public Administration, Business Administration or a directly related field and at least five (5) years of municipal government experience will be required with at least three (3) years of city management and/or administration experience at the director/department head level or above. Master's Degree in Public Administration, Government or Finance is preferred.

## ★ COMPENSATION AND BENEFITS ★

The salary will be commensurate with the qualifications and experience of the successful candidate. The City of Cleveland offers an excellent benefits package including medical, vision, and dental, as well as participation in the Texas Municipal Retirement System. The City observes 15 holidays per year (one is personal holiday and one is floating holiday). Per the City Charter, the City Manager shall not be appointed for a definite term but may be removed at the will and pleasure of the City Council by a vote of the majority of the entire Council. In addition, the City Charter states that within a reasonable time after assuming office, the City Manager shall reside in the city limits of Cleveland. **To learn more visit:** <https://www.clevelandtexas.com/259/Benefits>

## ★ APPLICATION PROCESS AND 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 **Friday, July 8, 2022**. Please submit your materials to: <https://www.cpshr.us/recruitment/2041>.

For additional information about this position please contact:

**KYLIE WILSON**

Senior Executive Recruiter

[kwilson@cpshr.us](mailto:kwilson@cpshr.us) ■ [www.cpshr.us](http://www.cpshr.us)

**CPS HR CONSULTING**

Resumes will be reviewed by the consultant and sent to the city for further consideration. Candidates deemed to have the most relevant qualifications will be invited to interview with the city. Media checks, and a comprehensive reference and background check will be performed on final candidates.

