



# City Administrator







(Pictured left to right: Jonathan Eades (Head of School, The Kinkaid School); Mayor Mark Kobelan (City of Piney Point Village); Raevyn Rogers '14 (Kinkaid Alumna and 2021 Olympic Bronze Medalist - Team USA - 800m Track); Megan Watson (Assistant Coach for Track, The Kinkaid School and 2021 Olympic Coach for Team USA); David Holm (Director of Athletics and Physical Education, The Kinkaid School))

## ● THE CITY

Piney Point Village, Texas is a quiet, upscale residential community located approximately 10 miles west of downtown Houston. Nestled in the trees off Interstate 10, the city is an idyllic oasis for those who work in the Houston Metro Area but want to raise their family away from the hustle and bustle of big city life while still remaining close enough to enjoy all the benefits. Piney Point Village has a population of approx. 3,300 and covers 2.1 square miles.

Piney Point Village, one of the wealthiest locations in Texas by per capita income, is home to many corporate executives and professional athletes and one of three cities that are part of a larger community known as Memorial Villages, to include Bunker Hill Village and Hunters Creek. The Villages are almost entirely residential and operate autonomously of Houston.

Piney Point Village being in close proximity to Houston puts exciting professional sports, such as Texans football, Astros baseball, and Rockets basketball within easy reach of Piney Point Village residents. Houston is also home to nationally recognized museums, an award-winning zoo and downtown aquarium, professional theater, ballet and opera, the Johnson Space Center, and world-renowned dining opportunities. The nearby Galleria is Houston's most popular retail and tourist destination, spanning 2.4 million square feet of space, housing 350 fine stores and 50 restaurants, a full-size ice rink, two high-rise hotels, and three office towers. For those who enjoy the outdoors, the sandy beaches and warm waters of the Gulf of Mexico are also close by, with Galveston Island only an hour away.

Piney Point Village is a long-time Tree City USA, and the Memorial Villages area offers many family-oriented parks with distinctive upscale amenities, including Memorial Park featuring a three-mile gravel jogging loop, Nottingham Park, with tennis courts, a water park, and disc golf courses, and Terry Hershey Park, running along Buffalo Bayou with cement paths ideal for running and biking. Residents come together throughout the year to celebrate various community events including the popular July 4th Parade, which includes participation by all six villages.

Harris County is home to 80 hospitals, providing Piney Point Village residents ready access to the most comprehensive healthcare available in the country. Nearby Memorial Hermann Texas Medical Center, with 12 hospitals and 5,500 physicians, is the largest non-profit health system in southeast Texas. Also nearby is the M.D. Anderson Cancer Center, home to the world's premier cancer specialists.

Public education is offered by the highly sought-after Spring Branch Independent School District (SBISD), recognized as one of the top public-school districts in the nation. Home to nearly 32,000 students, SBISD consistently ranks among the highest in Texas when it comes to college readiness indicators. Memorial Drive Elementary is located in Piney Point Village, and Spring Branch Middle School and Memorial High School are located in neighboring Hedwig Village. Private education options are also available, including The Kinkaid School and Saint Francis Episcopal Day School located in Piney Point Village, and St. Cecilia School, located in Hedwig Village. The Memorial Villages community is also served by the Spring Branch Memorial Branch of the Harris County Public Library.

A diverse state of higher education opportunities is available in the Houston area. State universities nearby include the University of Houston, Texas Southern University, and South Texas College of Law. Exemplary private universities include Houston Baptist University, Rice University, and the University of St. Thomas. Community colleges include Houston Community College, Lone Star College, and San Jacinto College.

## ● THE ORGANIZATION

Piney Point Village is a General Law Type A city, but essentially functions as a City Manager/Council form of government. The City Council consists of the Mayor and five City Alderman, all elected at large and serving staggering two-year terms, which are volunteer positions.

The City has seven employees and a \$7.5 million annual budget. The ad valorem tax rate is \$0.255 per \$100 of valuation. Municipal services provided by the City include municipal court, building, planning/development services, sanitation/recycling, and an urban forestry program. Property tax is the City's largest revenue source.

The safety of residents is of utmost importance for Piney Point Village. The shared professional Memorial Villages Police Department and Village Fire Department ensure that children play freely, and residents enjoy walks through the tree-lined streets without worry.

*For more information visit:*

*<http://www.cityofpineypoint.com/page/homepage>*

## ● THE POSITION

Under the direction and appointment of Mayor and City Council, the City Administrator serves as the chief administrative and executive officer for the City, ensuring that City Council directives, goals and policies are implemented and executed by the organization. This position is responsible for planning, directing, managing, and reviewing all functions and operations of the City. The City Administrator provides highly responsible and complex policy advice, recommendations and administrative support to the Mayor and City Council on the financial condition, progress of programs/services, present and future needs of the City, and any matters requiring Council consideration or implementation of policy as deemed necessary.

The Mayor and City Council are seeking a dynamic and innovative "community steward" to serve as their next City Administrator. This highly engaging and inclusive public servant shall strive to ensure that Piney Point Village remains one of the truly elite and uniquely livable communities within the Houston Metro area.

## ● IDEAL CANDIDATE

The new City Administrator shall be a collaborative, respectful, transparent, and engaging leader, with a strong commitment to the Piney Point community. The ideal candidate must possess exceptional analytical and communication skills to make financially and ethically sound decisions ensuring the City's funding, stability and sustainability for existing and long-term services, facilities and infrastructure needs. This highly collaborative leader shall have strong interpersonal skills to bring credibility to the role and have the ability to quickly establish mutual respect and trust with engaged Mayor and Council, staff, community partners and residents.

The City Council desires a City Administrator with demonstrated finance, accounting and budget skills who is fiscally responsible and recognizes the importance of being entrusted with the use of public funds. Experience overseeing public works and engineering projects is also desirable. The City Council expects the City Administrator to update and maintain the City's website on a regular basis.





## ● EDUCATION AND EXPERIENCE

A bachelor's degree in Public Administration, Business Administration, or a related field from an accredited college or university is required. A master's degree is preferred. The selected candidate must have 10 or more years of relevant experience in municipal government operations, including three years of executive management and administration experience at the director/department head level or above. Prior experience as a city manager, deputy city manager or assistant city manager with communities of similar quality of life is ideal, but not required.



## ● COMPENSATION AND BENEFITS

The City offers a competitive salary commensurate with qualifications and experience. Piney Point Village also offers an excellent array of benefits to include auto and cell phone allowance, as well as professional development expenses. The City participates in the Texas Municipal Retirement System (TMRS) at a 5% employee deposit rate with a 2:1 municipal matching ratio. A full range of leave and insurance benefits are also provided.

## ● APPLICATION PROCESS AND RECRUITMENT SCHEDULE

This recruitment will be open until **Monday, October 4, 2021**. To be considered for this exceptional career opportunity, please submit your resume, cover letter, and six work-related references (who will not be contacted without prior notice). To review more information on the position, and to submit your materials visit: <https://www.cpshr.us/recruitment/1834>.

The City of Piney Point Village is an Equal Opportunity Employer and values diversity in its workforce. Candidates deemed to have the most relevant qualifications will be invited to interview with the City, and a comprehensive background check will be performed on the final selection.

For additional information about this position please contact:

**KYLIE WILSON**

Senior Executive Recruiter

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