



CITY MANAGER



This is a tremendous opportunity for an experienced, public servant and leader to join the City of Santa Fe team.

■ THE COMMUNITY ■

Santa Fe, Texas is an inclusive community, where small town values are still prevalent. Santa Fe is home to approximately 13,624 residents, and is located in the heart of Galveston County, just 35 miles southwest of Houston. For those who enjoy the sandy beaches and warm waters, a trip to Galveston Island is only 20 minutes away.

The community has a harmonic blend of urban growth with the grass roots of a small Texas town and easy access to attractions, shopping, and amenities such as NASA Johnson Space Center, Baybrook Mall, Tanger Outlets Houston, HAAK Winery, Kemah Boardwalk, Hobby International Airport, and Downtown Houston. Along with the City of Santa Fe, a few of the major employers in the area include HEB, Southern California Valve, and the Santa Fe Independent School District. The 5-A school district serves over 4,700 students in grades Pre-K through 12th grade. There are also excellent colleges and universities nearby to include College of the Mainland, Alvin Community College, San Jacinto Community College, University of Texas Medical Branch, Texas A&M at Galveston, and the University of Houston-Clear Lake.



■ THE ORGANIZATION ■

The City of Santa Fe is dedicated to its citizens to make the community a great place to live, work, and raise a family. The city operates under the Council-Manager form of government. The City Council, consisting of a Mayor and five Council members elected at large by the people, is the governing body of the City. The City Council enacts local legislation, adopts budgets, determines policies, sets the tax rate, and hires a city manager to administer the city's day-to-day affairs. The City Council is responsible for the scope and functions of the city government through policymaking. This can be accomplished by identifying the needs of residents, formulating programs to meet the changing requirements of the community, and measuring the effectiveness of ongoing municipal services.

Additionally, the Santa Fe Council appoints and governs a seven-member Economic Development Board for the Section 4B Economic Development Corporation. The Santa Fe EDC is organized for the purpose of aiding, assisting and acting on behalf of the City of Santa Fe, Texas to promote and develop projects authorized by Article 5190.6, Section 4B, Texas Revised Civil Statutes, as amended. Such projects include, but are not limited to economic development projects identified as public works infrastructure improvements, specifically water/wastewater expansion, drainage, and streets and roads, including the maintenance and operation expenses for those projects developed with economic development funds designed to promote new or expanded business enterprises.

To learn more, go to: <https://www.ci.santa-fe.tx.us/>

■ CITY OF SANTA FE COUNCIL GOALS ■

Community Safety and Security – To preserve and promote the safety of individuals and property in Santa Fe.

Physical Resources - To preserve the physical and capital resources that support the residential and economic health of the community through well-planned maintenance and development.

Community Enrichment - To provide educational, cultural and leisure opportunities for Santa Fe residents.

General Government - To provide the leadership and support services necessary for the efficient and effective operation of city government.

■ POSITION OVERVIEW ■

Under the direction and appointment of Mayor and City Council, the City Manager is responsible to the City Council for hands-on and strategic administration of the city's affairs with the highest level of integrity, transparency, and respect for diversity.

The City Manager is the chief executive for the city and leads city staff with approximately 61 employees and oversees an annual budget of \$11.6M. With Council approval, the City Manager appoints the administrative directors of the city departments to include Administration, Finance, Police, Fire Marshal, Community Services, Library, Municipal Court, and Streets.

Key Areas of Responsibility:

- Plans, coordinates, and directs the operation of city departments, programs, and services; evaluates city's departments, programs, and services to improve, enhance, and ensure maximum efficiency and effectiveness.
- Oversees the development of strategic goals and policies for the expansion and improvement of service to residents and support to business owners.
- Responsible for continuous process improvement, transparency, and citizen engagement.
- Directs the preparation and execution of the city budget.
- Responsible for execution of laws, provisions of the City Charter, and directives, acts, and policies of the Council.
- Effectively communicates and reports to Council on the financial, administrative, and operational activities of the city departments.
- Provides overall organizational leadership and advancement of the city's mission, vision, values, and goals.

■ IDEAL CANDIDATE ■

The next City Manager will be an exceptional leader with a heart for the community and the presence and the ability to respond to the City's challenges both strategically and tactically. The ideal candidate shall be a collaborative, respectful, transparent, and engaging leader, with exceptional analytical and problem-solving 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 fiscally savvy, business-minded individual must be dedicated to the improvement of City services across all sectors of the community and have experience working in an array of municipal services while also embracing innovative strategies to continue providing these services while also dealing with the realities of municipal budget constraints. The new City Manager must possess the emotional intelligence, patience, and perseverance to foster a vision to guide the direction of the city and effectively manage growth. Exceptional listening, interpersonal, written, and verbal communication skills, as well as presentation skills are essential for this role.

■ EDUCATION AND EXPERIENCE ■

A bachelor's degree in Public Administration, Business, or related field required, and MPA, CPM or equivalent are preferred. A minimum of 5 or more years of managerial experience in municipal government as a City Manager, Assistant City Manager, or senior government administrator is required. The final selected candidate must establish and maintain a place of residence within the city limits of Santa Fe, Texas for the duration of employment by the city and must also be able to be bonded.



■ COMPENSATION AND BENEFITS ■

The salary range is **\$110,000 - \$160,000** and is commensurate with qualifications and experience. The city also offers an excellent array of leave and insurance benefits. The city participates in the Texas Municipal Retirement System (TMRS) at a 7% employee deposit rate with a 2:1 municipal matching ratio, vesting at 10 years and full retirement eligibility at 20 years.

■ APPLICATION PROCESS AND RECRUITMENT SCHEDULE ■

This recruitment will be open until **Wednesday, June 1, 2022**. 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/2017>.

For additional information about this position please contact:

Kylie Wilson

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www.cpshr.us/search

CPS HR  CONSULTING

The City of Santa Fe is an Equal Opportunity Employer and values diversity in its workforce. 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.

