



THE WOODLANDS TOWNSHIP

Director of Covenant Administration

THE COMMUNITY

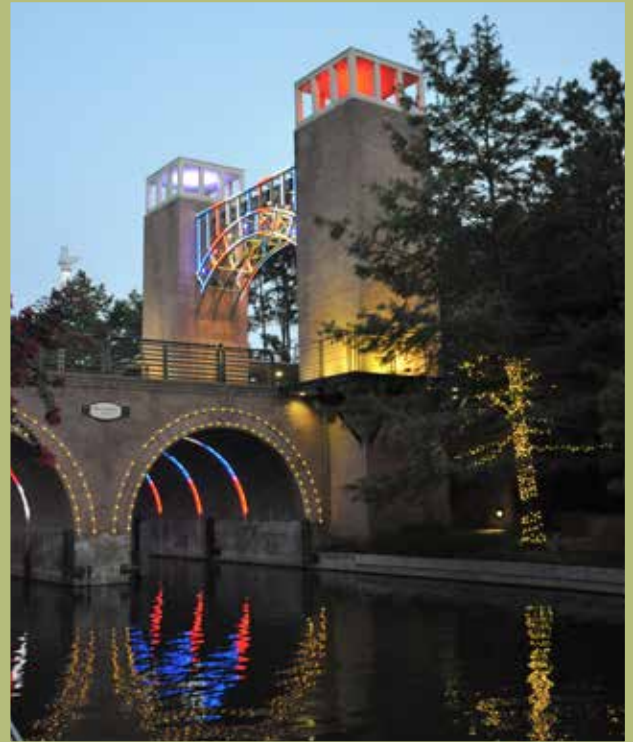
The Woodlands is an award winning and nationally recognized master-planned community located on 28,000 acres of forestland 27 miles north of Houston, Texas. The community has approximately 120,000 residents, 2,100 businesses and a valuation of nearly \$25 billion. It is well known for its extensive parks and recreation, golf, corporate headquarters, schools, places of worship, shopping, dining, hospitality, and health care.

The Woodlands officially began in 1974. From 1974 through 2009, three major community associations and a special purpose district provided services for most residents and businesses. On January 1, 2010, the three community associations and the district were combined and became The Woodlands Township. The Woodlands Township retained the responsibility for property standards and Covenant administration from the associations.

In 2024, The Woodlands Township was named **Best City to Buy a House in America** by Niche.com.

The Woodlands also ranked in the **Top 10** for the following categories:

- » #2 Best City to Live in America
- » #2 Best City to Raise a Family in America
- » #3 City with the Best Public Schools in America
- » #6 Best City to Retire in America



THE ORGANIZATION

The Woodlands Township is a special purpose district that acts as the governmental service provider for the community. It provides fire protection, environmental & solid waste services, parks and recreation programming, right-of-way, and pathway maintenance, as well as public transportation, economic development, deed restriction enforcement, and supplemental law enforcement, among many other services, programs, and amenities. The Township is governed by a Board of Directors composed of seven at-large Directors, each serving a two-year term and elected by voters within The Township in both Montgomery and Harris Counties. The organization is led by the President/CEO, who provides oversight of day-to-day affairs of the Township in partnership with an executive management team. The current property tax rate is 17.14 cents per \$100 of valuation.

The Township staff and Board of Directors are committed to public safety and exceptional levels of customer service. Together, they responsibly fulfill the governance needs of the community while promoting the economic development of The Woodlands and providing services that enhance property values. The Township currently employs over 630 full-time, part-time, and seasonal staff members and has an annual budget of approximately \$175M.

DEPARTMENT OVERVIEW

The Covenant Administration Department oversees property standards and issues permits based on community covenants, ensuring property owners can maintain their properties in line with neighborhood standards. The department is comprised of 63 employees and an annual budget of \$4.3M.

In 2010, the responsibility for managing the Covenants for properties in The Woodlands was transferred over to The Township as part of a governance transition. They were originally established by The Woodlands Development Company and administered by The Woodlands Community Association (WCA), The Woodlands Association (TWA), and The Woodlands Commercial Owners Association (WCOA). The Covenants are designed to achieve several key goals, including encouraging environmental excellence, preserving the design integrity and architectural quality of homes, preventing neighborhood deterioration that can result from unregulated construction and property use, and upholding property values.

Covenant Administration provides the following services:

- » Deed restriction administration and enforcement to include monitoring and enforcement of Residential & Commercial Covenants on properties for violations.
- » Staff support for nine village Residential Design Review Committees (RDRC's), to include preparation of applications for improvements to present to the RDRC Committees.



- » Staff support for the Development Standards Committee (DSC), which hears requests for variances or appeals to RDRC decisions and review of Commercial applications.
- » Staff support for all incoming applications and technical review.
- » Maintenance of all property records.

The Director of Covenant Administration (personally and/or through staff) serves as a representative of the Residential Design Review Committees and the Development Standards Committee. These committees are comprised of community-elected officials that serve as architectural control groups to protect the aesthetic character of the residential areas in The Woodlands and approve commercial improvements. The Residential Design Review Committee reviews property owners' applications for variances to the standards for their properties, and the Development Standards Committee has the responsibility to adopt and enforce standards governing property use and maintenance.

THE POSITION

The Director of Covenant Administration plans, organizes, and directs the operations of the department for The Woodlands Township. This includes customer service and office administration, Committee and Board support, application processing, and deed restriction enforcement. While this position reports to the Chief Operating Officer, the position also works in conjunction with the Development Standards Committee to promulgate rules and regulations compliance, review of requests for improvement and permit approvals.

Additional key areas of responsibilities include:

- » Participates in organization-wide strategic planning to determine goals and scope of covenant administration services for the community.
- » Develops departmental policies, budgets, and strategic plans, ensuring their implementation, compliance, and regular review.
- » Manages daily operations, ensuring the department achieves its goals and aligns with Township priorities.
- » Presents short and long-term policy matters to appropriate Board or Committee to obtain direction. Works with the Board of Directors, RDRC, CSC, and the public to determine appropriate service level delivery and methods.
- » Oversees department's professional support to the Design Standards Committee, the Design Review Committee, the Commercial Standards Committee (CSC), and the Residential Design Review Committees.
- » Serves as a liaison between the RDRCs, DSC, DRC, and the CSC.
- » Directs the evaluation, update, and revisions to the Residential Development Standards. Assure compliance with governmental regulations.
- » Collaborates with and utilizes community resources to increase awareness and obtain proactive compliance with deed restrictions.
- » Directs planning and presentation of public involvement programs for neighborhoods and community groups; coordinating the Township's approach to ensure consistency.
- » Oversees Revitalization Program by reviewing aging neighborhoods and resolving violation issues.
- » Performs vacant property management which involves review and follow up on liens submitted for services and legal counsel interaction on foreclosures and lawsuits.

THE IDEAL CANDIDATE

The ideal candidate will be a mission-driven public servant that is committed to customer service excellence. This strategic-minded leader must have a strong understanding of performance and change management, data analytics, and process improvement to develop best business practices for covenant compliance and enforcement. This visionary leader must have exceptional listening, decision-making, analytical and problem-solving skills, along with excellent written/verbal communication, collaboration and interpersonal skills. Candidates must be results-oriented and driven by opportunities to continually improve, align performance metrics to Township goals, able to handle and prioritize multiple projects simultaneously, while also using sound judgment. This role needs a proven leader with extensive experience working in community association management.



Desirable competencies for the **Director of Covenant Administration** include:

- » **Communication** – Exceptional listener; outstanding communicator with exceptional interpersonal, analytical, written, and verbal communication and presentation skills; and handles sensitive situations with tact and diplomacy.
- » **Forward-Thinking** – Has patience and perseverance to foster a vision and direction for the department and the organization; seeks “best practices” and trends for continuous improvement; develops short and long-range plans, strategies, priorities, goals, and objectives.
- » **Results-Driven Leadership** – Executes leadership and supervision responsibilities through sound judgment; managing and resolving conflict; fostering a culture of accountability; clearly setting and defining responsibilities, expectations, and goals and holding team members accountable for results; providing motivation and performance feedback to staff; recognizing and valuing employee contribution; and encouraging training and development.
- » **Politically Astute & Community Collaborator** – Has a sense of presence to successfully engage with President/CEO, Township Board, Committees, department heads, external stakeholders, and other agencies; develops positive, productive community partnerships and collaborations; has a clear understanding of the organizational dynamics; and bridges roles and responsibilities within the department for overall success of the organization.



EDUCATION/EXPERIENCE

Bachelor's Degree from an accredited college or university in Public Administration, Urban Planning, Business Administration, or a closely related field. Candidates will also have at least seven (7) years of related experience with a minimum of five (5) years of significant supervisory experience. A Master's degree is preferred, along with prior experience working in the public sector.

COMPENSATION AND BENEFITS

The expected starting salary range for this position is **\$100,000 - \$125,000** and is commensurate with the selected candidate's qualifications and experience. The Woodlands Township also offers an excellent array of benefits.



APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, please submit your resume and cover letter by **Monday, April 28, 2025**. To review more information about the position visit: <https://www.cps hr.us/recruitment/2460>

For additional information about this position please contact:



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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates will be referred to the Township for further consideration. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on the selected candidate.

