

CITY OF MONTGOMERY CITY ADMINISTRATOR

The City of Montgomery Texas is accepting applications for City Administrator. Located in Southeast Texas, this growing City has a population of approximately 1200 persons and is located in one of the fastest growing counties in the United States. Montgomery City government is very stable with a record of a quality, long serving City Council, consisting of five councilmembers and a Mayor, all elected at-large. The City Administrator is an ordinance created position in this Type A General Law City. The City Administrator directs and coordinates administration of all departments of the City in accordance with policies determined by the City Council.

The Montgomery community consists of the basic 4.25 square miles of the City, but the City serves as a market center for a population of approximately 60 to 70,000 people in the immediate area. The Montgomery school district is highly respected in the area and serves as a catalyst for growth in the area. A very safe community to live in, and maintaining that safety, policing is a high priority for the City Council and the public. Established in 1837, the City has a well thought of reputation as a protector of its history, partially through the establishment of a fairly large historic district in the downtown area and the neighboring residential area, that establishes the spirit of the entire community.

The City has a \$10,078,000 2018-2019 budget, including a \$3,603,000 general fund budget, a \$4,770,000 capital projects fund budget and a \$1,902,000 water and sewer fund budget. The City has 21 full-time employees and 4 part-time employees. City services include: police, water, sewer, parks, streets, zoning and land-use planning, finance, tourism and marketing, permitting and operates a 4B economic development corporation. Contract services include; water and sewer maintenance, building inspection and garbage. There are four parks in the City, which receive considerable assistance from local groups for maintenance. Recent master plans have given the public and the City Council clear direction for services expansion while also providing the funding for those efforts. The City is well-funded and is on firm financial footing.

The issues and challenges of the City are; organizational development due to rapid growth, service delivery in relation and improvements in efficiency, major capital projects include \$2.2 million of TWDB projects, 2.1 million of GLO projects and an aggressive capital improvements program scheduled for water and sewer over the next five years that will require extensive planning and coordination abilities, the ability to establish and maintain a productive relationships with Federal, State, County, School District, Special Districts and other governmental entities, and maintaining a highly effective relationship with the workforce of the City and the community at large.

The ideal candidate will be an honest, ethical, dedicated, steadfastly strategic visionary but grounded servant- leader. It will be important to be a solutions-oriented thinker with emotionally stable interpersonal skills with an entrepreneurial spirit. The selected candidate will have developed consensus building skills, teambuilding organizational with a participative management style that inspires high-performing teams. The ability to unite, and lead, the organization of elected and appointed officials, the City staff and the citizens of the City with a shared sense of purpose is of paramount importance. Being a fiscal conservative with sound business acumen, preferably with advanced municipal finance and budget skills will ensure the decision-making process of the annual budget as a policy and creative performance guide and as a sound financial plan.

Ability to calculate figures in amounts such as discounts, interests, commissions, percentages including the ability to create spreadsheets and to analyze audits and prepare and present financial reports.

Qualifications include; bachelor's degree and/or 5 to 7 years of related experience. Ability to write routine reports and correspondence ability to speak effectively before groups. Ability to analyze and interpret general business practices including to be able to write reports for business correspondence, along with the ability to effectively present information and respond to questions from City Council and/or the public. Ability to communicate with department heads and other employees of the City in a positive and respectful manner, including being a good listener, using positive reinforcement in order to motivate City staff and to recognize the importance of every employee in the City regardless of the capacity served.

The City of Montgomery offers a highly competitive salary depending on qualifications and experience. The City also offers a competitive benefits package including Texas Municipal Retirement System (7% employee contribution matched 2:1 by the City), health, life, vision, dental insurance and vacation and sick leave.

For full job description go to www.montgomerytexas.gov website under " Employment Opportunity." Resumes and cover letters accepted until position is filled. Please apply online at: shensley@ci.montgomery.tx.us or mail information to Susan Hensley, Human Resources Director PO Box 708, Montgomery, Texas 77356.

The City of Montgomery, Texas is an EOE and a Drug-Free Workplace