



City Administrator
City of Montgomery
Texas

The Community

Montgomery, Texas, founded in 1837, is celebrated for its historical significance as the birthplace of the Texas Flag. Situated along State Highway 105, just a short drive from Conroe and Houston, the city combines cultural charm with quality education and ample recreational options, fostering a close-knit community atmosphere that appeals to residents and visitors alike.

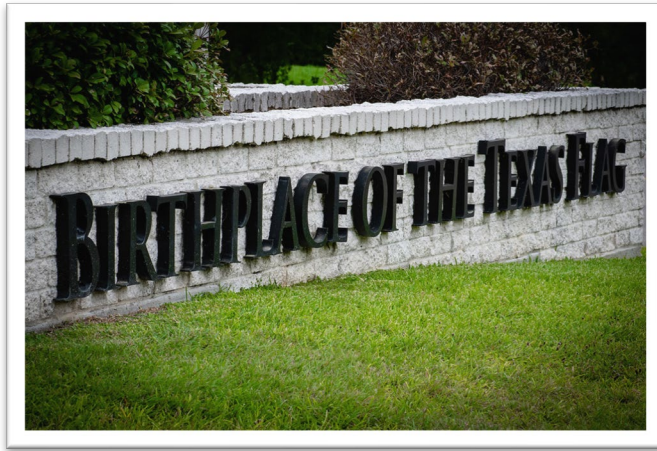
Montgomery, established in 1826 as a trading post and the third county in the Republic of Texas, initially served as a vital trade center due to its strategic location at the intersection of stagecoach, railroad, and telegraph lines. Over the years, it has evolved into a friendly community celebrated for its diverse collection of antiques and craft shops, attracting visitors and preserving its rich historical legacy.

As of 2024, nearly 3,000 residents already call the 5.05 square miles of the City of Montgomery home. The City is also experiencing rapid growth, with more than 1,000 new houses expected to be developed in the next two to three years. According to worldpopulationreview.com Montgomery is currently growing at a rate of 9.1% annually and its population has increased by 50.22% since the most recent census, which recorded a population of 2,011 in 2020. The average household income in Montgomery is \$97,010 with a poverty rate of 8.1%. The median age in Montgomery is 36.1 years: 35.4 years for males, and 38.9 years for females.

Montgomery offers a vibrant array of activities and attractions, from the bustling Lone Star 1st Saturday Market Days and the Montgomery Sip & Stroll to seasonal events like the Quilt Walk and Wine Fest. The charming downtown district features a blend of dining options, coffee shops, and unique boutiques, all set against a backdrop of picturesque parks and well-preserved 19th-century architecture. History enthusiasts can explore numerous historic homes, making Montgomery a destination rich in culture and community spirit.

Montgomery, located near Lake Conroe and the Sam Houston National Forest, is a paradise for outdoor enthusiasts, featuring a wide range of activities such as boating, fishing, golfing, and hiking. The scenic lake allows for water sports like jet skiing and swimming, while the nearby forest offers nature programs and trails. Additionally, Montgomery's close proximity to Houston enhances the recreational experience with access to professional sports, cultural events, museums, and entertainment options, making it an attractive destination for both adventure seekers and those looking for a vibrant cultural scene.

Montgomery also has easy access to the George Bush Intercontinental Airport Houston and Houston Hobby Airport.

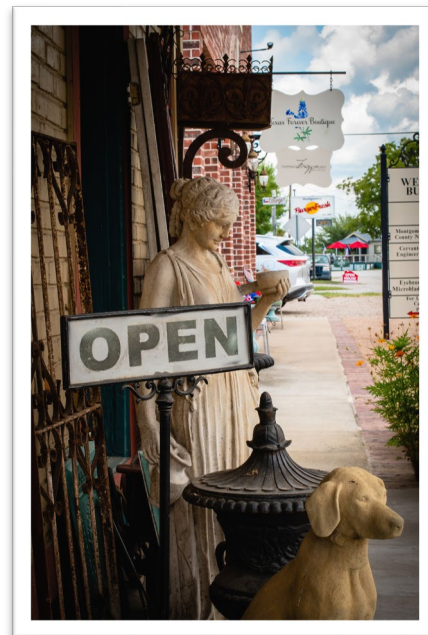
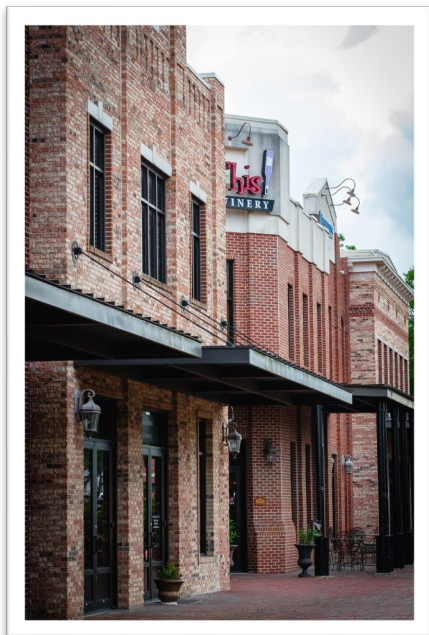


Mission

The mission of the City of Montgomery is to improve the quality of life for its citizens.

Vision

The City of Montgomery aims to be the home for families. We value our rich history as the birthplace of the Texas flag, small-town feel, and our numerous amenities. We want Montgomery to be a place for families to have opportunities to grow, live, work, play, and shop. We must look forward to emerging opportunities and challenges while honoring and strengthening our close-knit community, healthy environment, and history.



Governance & Organization

In a Type A General Law City like Montgomery, the governance structure features a mayor and five City Council members who are elected at large for two-year terms, with no restrictions on the number of terms they can serve. This system allows for direct representation of all residents in city decisions, promoting accountability and community involvement in local governance.

The City Administrator plays a crucial role in ensuring the efficient functioning of city operations by managing the annual budget and leading a diverse team of 40 professionals. This position requires strong leadership skills, strategic planning, and a deep understanding of municipal governance to effectively implement the City Council's policies and address the needs of the community. Through collaboration with various departments and stakeholders, the City Administrator must prioritize service delivery, resource allocation, and continuous improvement within the organization.

Montgomery's full-service approach ensures that it meets a wide range of community needs through dedicated staff in various departments such as community development, municipal court, police, finance and administration, public works, and parks and recreation, fostering a well-rounded urban environment for residents.

About the Position

The City Administrator of Montgomery serves as the chief executive and administrative officer, overseeing all city personnel and projects, managing the annual budget, and ensuring compliance with local, state, and federal regulations, while also overseeing the Economic Development Corporation.

The position works with the City Council to set goals for the City and establish effective policies and strategies to meet community needs. It also prepares agendas for and assists with City Council meetings, monitors expenditures, manages the capital improvements program, and administers City contracts.

The City Administrator prioritizes customer service by actively engaging with residents and local businesses, fostering strong relationships that enhance community involvement. By representing the City in interactions with civic organizations, community leaders, neighboring cities, and government agencies, the Administrator ensures that the needs and interests of the community are effectively communicated and addressed, promoting collaboration and ultimately enhancing the overall quality of life for residents.

Ideal Candidate

The ideal candidate for the Montgomery City Administrator role will embody a balance of visionary leadership and practical governance, honoring the community's rich history while embracing strategies for sustainable growth and development. With a focus on preserving the town's unique character, the selected individual will navigate challenges and leverage opportunities effectively, equipped with the necessary experience and skills to guide the municipality through evolving dynamics.

The ideal candidate for this position will possess exceptional skills in facilitating the policy-making process for the City Council while maintaining a nonpartisan approach. Their ability to adapt and navigate the political landscape will be crucial in fostering robust working relationships with council members as well as local, state, and federal officials, ultimately contributing to effective governance and community engagement.

The City Council is looking for a City Administrator who emphasizes fiscal conservatism and a lean management approach, prioritizing cost-benefit analysis in decision-making. The ideal candidate will have strong expertise in finance, budgeting, planning, and economic development to effectively manage the city's resources and drive strategic growth initiatives.

The ideal candidate with a unique blend of leadership and interpersonal skills, making them well-suited for a leadership role that involves team management, communication, and coaching. This individual possesses the necessary qualities to foster a positive work environment, build trust among team members, and drive results through effective delegation and negotiation.

Education & Experience

This position requires a bachelor's degree in public administration, business administration, finance, or a related field from an accredited college or university and at least five years of progressively responsible experience in public administration, including three in city management.

As this role is also responsible for the Economic Development Corporation, experience in economic development or planning and zoning is preferred.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

While residency is not required, the successful candidate should plan to live near enough to Montgomery to respond to emergencies.

Compensation & Benefits

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The City of Montgomery offers a competitive compensation and benefits package designed to attract and retain top municipal leadership. The city is committed to providing financial stability, comprehensive benefits, and work-life balance for its employees.

Salary & Retirement

- Salary: Expected to be in the \$160,000 - \$175,000 range, based on experience and qualifications.
- Retirement Plan: The City participates in a 2:1 matching retirement program through Texas Municipal Retirement System (TMRS):
 - Employee Deposit Rate: 7%
 - City Match: 2:1
 - Vested Requirement: 5 years
 - Eligible for Retirement: 20 years

Health & Wellness Benefits

- Health, Dental, and Vision Insurance: 100% covered for the employee by the City.
- Dependent Coverage: Available and partially covered at 50% by the City and 50% at employee's expense.

Leave Benefits

- Paid Leave: Includes vacation, holiday, and sick leave, ensuring flexibility and work-life balance.





How To Apply

The position is open until filled.
First review deadline is 5:00 p.m. on March 7, 2025.

Please email your cover letter, salary requirements,
and resume in PDF format to:

rbeaven@ci.montgomery.tx.us

Faxed and mailed submissions will not be
considered.

For more information on this position, please contact:
Ruby Beaven, City Secretary
(936) 597-3288

Candidate materials will be screened in relation to the
criteria described in this brochure. Candidates
deemed to be the most highly qualified will be invited
to participate in the selection process. The selection
process will include interviews with the City and its
representatives. Appointment is subject to the
completion of a thorough background and reference
verification.



The City of Montgomery is an Equal Opportunity Employer and does not discriminate on
the basis of race, color, religion, national origin, sex, age, disability, genetic information,
or any other status protected by law or regulation. It is the City's intention that all
qualified applicants be given equal opportunity and that selection decisions are based on
job-related factors.