



**Executive Recruitment for**

**MISSOURI CITY, TEXAS**

GovHR USA, LLC is pleased to announce the recruitment and selection process for Assistant City Manager for Missouri City, Texas. This brochure provides background information on the City of Missouri City, as well as the requirements and expected qualifications for the position. Candidates should apply by April 30, 2019, with resume, cover letter and contact information for five work-related references to [www.govhrjobs.com](http://www.govhrjobs.com) to the attention of Heidi Voorhees, President, GovHR USA, 630 Dundee Road, #130, Northbrook, IL 60062. Tel: 847-902-4110. The City of Missouri City is an Equal Opportunity Employer.

**Heidi Voorhees, President**

GovHRUSA, LLC  
630 Dundee Road, Suite 130  
Northbrook, Illinois 60062  
847-380-3243  
Formal Applications should be submitted to:  
[www.GovHRjobs.com](http://www.GovHRjobs.com)

**ASSISTANT CITY MANAGER**



## PROFESSIONAL ANNOUNCEMENT

**Assistant City Manager, Missouri City, Texas (pop. 74,139).** Strategically located, growing city with a rich Texas history seeks highly progressive, team-oriented, local government leaders to apply for its Assistant City Manager position. Located adjacent to Houston, Missouri City is primarily in Fort Bend County, though a portion of the city is in Harris County. The City is approximately 30 square miles with extra-territorial jurisdiction of an additional 24 square miles and is bordered by Sugar Land to the west and Arcola to the southeast. Missouri City is recognized nationally as one of the Safest Cities in America by Congressional Quarterly and one of the Best Places to Live in America by CNN/Money magazine.

- The Assistant City Manager is appointed by and reports to the City Manager. There are two Assistant City Managers, one with responsibility over Public Safety, Finance, solid Waste and Employee Engagement. The position in this recruitment will be responsible for oversight of Public Works, Transit and Mobility issues and regional relationships including the Houston Galveston Area council and the Fort Bend/Harris County Toll Road Authority.
- The City has a \$136 million all funds total budget and is a full-service city including police, fire, public works, economic development, finance, human resources, innovation and technology, parks and recreation, development services. The City has numerous municipal utility districts that it closely works with to

provide water and sewer utilities inside the city boundaries and in the city's extraterritorial jurisdiction. The City has 369.5 full-time employees.

- The City's mission is "To deliver superior customer service to all members of our diverse community." In addition, the City's vision is "To be known and recognized as a superior municipal organization." In addition, the City has adopted a Code of Ideals that outlines the organization's commitment to service, professionalism, innovation, respect, integrity and teamwork.

Candidates for the Missouri City Assistant City Manager position must have 5-7 years increasingly responsible experience in local government or closely related field. Experience in public works operations and/or oversight is highly valued along with experience with Municipal Utility Districts and economic development. A commitment to strategic planning, excellence in customer service and a desire for ongoing innovation in local government service delivery is also important. Candidates must possess a bachelor's degree in public administration, business administration, engineering or related field. A master's degree in public administration, business administration or another field is highly desired. Residency in Missouri City is not required. Salary range is \$109,000 - \$149,000 DOQ. Interested candidates should apply by April 30, 2019, with a resume, cover letter and contact information for 5 professional references to Heidi Voorhees, President, GovHR USA. Electronic submissions at [www.govhrjobs.com](http://www.govhrjobs.com).



## COMMUNITY PROFILE

Missouri City, Texas, known as the “Show Me” city, has a population of over 70,000 and is conveniently situated 20 miles southwest of downtown Houston. The city covers 30 square miles and is easily accessible by major transportation thoroughfares including US 90A, Beltway 8 (Sam Houston Tollway), Fort Bend Toll Road, and State Highway 6. Most of the city is located in Fort Bend County, with a small portion in Harris County. Missouri City is a short drive from both major Houston airports and less than 60 miles from Galveston.

Since being incorporated in 1956, Missouri City has seen tremendous economic growth. Major employers include Niagara Bottling Company, Warren Alloy Valve & Fitting Company, Southwest Electronic Energy, LT Foods USA, Flair Flexible Packaging, Ben E. Keith Food, and Twin Star Bakery.

Missouri City is currently experiencing significant growth and industrial / warehouse development along US 90A and Beltway 8. The City’s newest industrial park, Lakeview Business Park, is a 168-acre business park that is projected to include over 20 buildings when the park is fully built out.

Missouri City is recognized nationally as one of the Safest Cities in America by Congressional Quarterly and one of the Best Places to Live in America by CNN/Money magazine. In addition, a 2012 Rice University report indicated that Missouri City surpassed Houston as the region’s most diverse city.

Missouri City is respected nationwide for its high-quality development requirements. It is designated a “Scenic” City by Scenic Texas, a program that honors cities excelling in fostering a sense of pride in their communities by utilizing strict ordinances and regulations. The Missouri City area’s recent upscale, master-planned residential developments included Lake Olympia, south of Quail Valley, and portions of Riverstone, south of State Highway 6.

Residents of Missouri City enjoy a high quality of life that combines the advantages of a major metropolitan area with the comfortable atmosphere of a smaller community. The City has 20 parks totaling 393 acres and a state-of-the-art Recreation and Tennis Center that houses a cardio and weight room, gymnasium, batting cages, multi-purpose rooms, locker rooms, and tennis courts. The City also owns an award-winning 36-hole golf course and meeting facility.

Missouri City is served by two public school districts: Fort Bend ISDF and Houston ISD. There are also seven private schools available within the City. There are eight community colleges within 50 miles of Missouri City, with the closest being the newly constructed Houston Community College campus next door to Missouri City Hall. Additionally, Houston is home to numerous colleges and universities including the University of Houston, Rice University, Texas Southern University, Houston Baptist University, and the University of St. Thomas.

With easy access to Texas Medical Center and other Houston facilities, Fort Bend County is home to some of the most progressive health care networks in the region. Nearby hospitals include: Methodist Sugar Land Hospital, St. Luke’s Sugar Land Hospital, Texas Children’s Health Center, Memorial Hermann Southwest, and Memorial Herman Sugar Land. Missouri City is also located a short drive from the world-renowned Texas Medical Center.

## MISSOURI CITY AT A GLANCE

**Population:** 74,319

**Households:** 25,9585

**Land Area:** 30 square miles

**Median Home Value:** \$220,692

**Median Household Income:** \$86,811

**Property Tax Rate is \$0.63 per \$100 of assessed value.**



## CITY GOVERNMENT

The Mayor and City Council are responsible for policy functions under the City's Home Rule Charter adopted in 1974. The Mayor and two Council Members are elected at large every two years in even-numbered years. The four Council Members elected by district are elected every two years in odd-numbered years. The Mayor is entitled to vote all issues before the Council and has no veto authority.

Under the provisions of the Charter, the City Council appoints the City Manager, City Secretary and City Attorney. The City Manager is responsible for all day to day operations and oversight of the City's departments and staff. The current City Manager was appointed unanimously by Council in 2015 and has served the profession for over twenty years in senior leadership positions.

The City has a \$136 million all funds total budget and is a full-service city including police, fire, public works, economic development, finance, human resources, innovation and technology, parks and recreation, development services. The City has numerous municipal utility districts that it closely works with to provide water and sewer utilities inside the city boundaries and in the city's extraterritorial jurisdiction. The City has 369.5 full-time employees.

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## Education, Skills and Abilities for the Assistant City Manager

The successful candidate must have a bachelor's degree from an accredited college or university, with the major field of study in public administration, business administration, engineering or related field. A master's degree in public or business administration is highly valued. Candidates must also have 5-7 years increasingly responsible experience in local government or related area.

Ideal candidates will have experience in oversight of public works operations and with economic development. The ability to understand the City's culture and history is very important, along with the ability to carefully guide well planned change in an open and transparent manner.

Candidates must have the ability to develop an effective, collaborative working relationship with the City Manager, City staff, Mayor and Council. Candidates must be curious about new ideas and best practices in local government and be willing to bring those suggestions forward with a can-do attitude.

Candidates must possess demonstrated leadership and management skills with the ability to establish strong working relationships with staff at all levels of the organization. Candidates must be approachable and accessible to the staff, taking a genuine interest in the municipal services they deliver and in the professional development of the staff.

Candidates will ideally have experience working in a diverse community and leading a diverse workforce. Candidates must value and fully embrace equity and inclusion and incorporate these values whenever possible when considering organizational policies and community issues.



Candidates must have experience in succession planning and in attracting talent for key leadership positions. Candidates must be skilled in recognizing internal talent ready for promotion and know when to conduct external searches where necessary.

Candidates must be comfortable collaborating with a highly educated and engaged community that expects outstanding customer service and responsiveness from the City.

Candidates must support the City Manager, Mayor and Council and practice proactive, collaborative leadership with the City's community partners and with other units of government, regularly communicating on current and future issues.

Candidates must embrace technology and understand how to utilize it to further communicate with the community and continue to promote innovation and efficiency in Missouri City's local government services. Candidates will ideally be able to organize government staffing and operations in creative ways to meet the challenges of a growing population with higher density, more traffic, and more students in the schools.

Candidates should have strong strategic planning skills with the ability to organize, plan and implement multi-faceted projects that include numerous municipal partners as well as state and regional organizations.

Candidates must have strong written and oral communication skills and should have the ability to tailor communications and presentations to connect and effectively communicate with a variety of audiences.

### **Characteristics and Traits for the Assistant City Manager**

Candidates should have a reputation for personal and professional integrity and trustworthiness, and for leading an organization by example and conducting all personal and professional interactions honestly, fairly and ethically.

Candidates should have a calm, professional demeanor with the ability to exhibit grace under pressure and an unflappable style in dealing with conflict. Candidates must be skilled in balancing competing interests with an intelligent, active and often persistent citizenry.

Candidates should be politically savvy, but not political, and must have the maturity, self-confidence and strength of professional convictions to provide administrative insights and counsel to the City Council and staff. They must be able to firmly and diplomatically present professional views and carry out administrative decisions in a timely, professional and impartial manner.

Candidates must be able to create an environment dedicated to teamwork and empowerment by seeking input from key staff and then setting the course for the leadership team to follow, with clear expectations, and allowing senior staff to manage and produce results.

Candidates must be comfortable with and seek out community interaction and engagement, participating in community events and being accessible to the residents and businesses in Missouri City.

Candidates must have a vision of where the City can go, consistently moving the City forward. A willingness and desire to listen to new ideas and be innovative and creative when addressing those ideas is essential.

Candidates must have well-developed customer service and leadership skills, reinforcing responsiveness throughout the organization.

Candidates must display a strong work ethic and an optimistic "can-do" attitude when addressing the complex issues facing municipal governments across the country and in Georgia.

