



S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT



# THE CITY OF SUGAR LAND, TX

INVITES YOUR INTEREST IN THE POSITION OF

## DIRECTOR OF FINANCE

# THE COMMUNITY

Located 20 miles southwest of downtown Houston, Sugar Land is a full-service municipality providing police and fire protection, water/wastewater utilities, solid waste collection, curbside recycling, a regional airport, parks and recreation, public works, planning/zoning, and other services.



With roots dating back to the mid-1860s, Sugar Land was a busy commercial center for nearly 100 years because of its sugar production. Formally incorporated in 1959, the city has grown more rapidly than expected. Today, the city has a population of about 111,026. It is nationally recognized for its low crime and excellent opportunities for residents, including good schools, safe neighborhoods, shopping areas, events and festivals, master-planned communities, and high-quality services.

Sugar Land benefits from its proximity to Houston and the economic opportunities a large metropolitan area provides. Supported by strong regional infrastructure, the Sugar Land economy is diverse. It offers strong corporate vitality, as evidenced by Sugar Land's assessed commercial valuation more than doubling in just over a decade—increasing by over \$2 billion.

Sugar Land's economic development activities are supported by two quarter-cent sales tax for the Sugar Land 4B Corporation and Sugar Land Development Corporation, respectively. These restricted revenues are reinvested into projects that attract jobs and increase the quality of life in Sugar Land, such as parks, higher education, cultural arts, and entertainment.

Sugar Land also continues to position itself as a destination city. The Smart Financial Centre at Sugar Land reopened in July 2021, has hosted close to 100 events, and welcomed close to 250,000 attendees in its first year after

the pandemic – continuing to earn its recognition as a top theatre venue worldwide, according to Pollstar magazine. Constellation Field, home to the Sugar Land Space Cowboys, sold over 160,000 tickets during its second season as the Houston Astros Triple-A affiliate. Venues and exhibits such as the Sugar Land Town Square Plaza, the Crown Festival Park at Sugar Land, the Fort Bend Children's Discovery Center, and the Houston Museum of Natural Science at Sugar Land have all helped propel Sugar Land's reputation as a tourist destination.

The city is a highly educated and globally diverse community. All cultures contribute to this unique community and its culture, and the city was recognized as the nation's first Community of Respect® by the Anti-Defamation League in 2007.

# THE ORGANIZATION

The City of Sugar Land operates under the Council-Manager form of government. The City Manager is the chief executive officer, carries out policy, and administers City programs. All department heads report to the City Manager, except the Municipal Court Judge, whom the Council also appoints. The City Secretary and City Attorney report to the City Manager but require City Council approval for any employment action.

With 873.8 FTEs, the City provides a full slate of municipal services across more than 20 departments and offices. The FY23 total operating budget of \$282M includes a General Fund budget of \$107M. The Capital Improvement Program is \$106M.

The City maintains a AAA bond rating, reflecting its strong financial resiliency, fiscally conservative budgeting, and proactive responses to economic conditions. The City's strong financial

management practices, budgetary management, and operating performance allow it to maintain one of the lowest property tax rates in the state for cities over 60,000 in population.

A unique and refreshing attribute of the City of Sugar Land is that in addition to focusing on its services, it is also proactive and relentlessly focused on people. The City touts itself, its citizens, and its staff as trailblazers who are relentlessly pursuing good so that residents, businesses, and employees can enjoy a life better than they imagine.

While the City's core services are world-class, the City intentionally creates a community and a place where residents and visitors can belong, be happy, and find fulfillment. Neighborhoods where people can both live a life free of crime and access the highest quality education and medicine. Opportunities for all cultures to contribute to and enrich this unique city. Ecosystems of thriving businesses, large and small. Spaces filled with beautiful infrastructure and art. Hours spent enjoying life – not sitting in traffic commutes to get to a far-away job. Environments people are proud of and can connect with neighbors and community groups – ultimately realizing that a fulfilled life is being a part of, and contributing to, something more significant.

Sugar Land is a different kind of city because of the people they hire – and because the people, and their families, matter. The employees do not just come to work for the city; they fulfill a sense of calling to public service and are the backbone of everything the City does. They are hard-working, forward-thinking, dedicated employees. The City celebrates and invests in the employees, providing growth opportunities to empower their passions so they can passionately, fearlessly, and authentically serve the public.

For additional information about the City, visit [www.sugarlandtx.gov](http://www.sugarlandtx.gov).

## THE POSITION

Under the direction of the Deputy City Manager, the Director of Finance is an integral member of the City's Leadership Team. The Director is responsible for the leadership and management of all City financial operations and is a trusted

advisor to the City Manager and the Leadership Team.

The Director of Finance is charged with ensuring legal and regulatory compliance for all accounting and financial reporting functions; maximizing the return on financial assets by establishing financial policies, procedures, controls, and reporting systems; formulating and overseeing the City's investment policies; providing long-term and strategic financial support for the City's public projects; and collaborating with the Budget & Strategy Department on the annual property tax rate setting process.

The Director leads four highly productive divisions of the Finance Department: accounting, treasury (utility billing), purchasing, and municipal court. Responsibilities and duties include a variety of complex supervisory, professional, administrative, and technical accounting and finance-related functions; safeguarding the fiscal systems and records of the city; and creating, modifying, presenting, and explaining the City's financial programs, policies, and services.

Additional responsibilities and duties include but are not limited to financial reporting, procurement processes and policies, payroll, external audit, accounting for financial transactions, municipal bond issuance, post-issuance compliance and disclosure,



leadership roles in policy and strategic projects, and other special projects.

## IDEAL CANDIDATE

The City seeks motivated, talented candidates excited about becoming part of a vibrant, empowering culture that encourages creativity, growth, and innovation.

In addition to being well qualified, the ideal candidate must have exceptional leadership abilities, a team-oriented management style, and a dedication and passion for public service.

The selected candidate will build solid relationships with various stakeholders; encourage, develop, and mentor staff; and thrive in a fast-paced customer-centric environment.

Candidates must embrace best practices, continuous improvement, process improvement, and innovation, including using technology and data. Experience with highly functional ERP systems is needed.

The Director must be transparent, ethical, and have extensive knowledge of principles and practices of Governmental Accounting and Reporting (GAAP and GASB), as well as experience in organizations with complex financial operations.

Requirements include a Bachelor's degree in Finance, Accounting, Public Administration, or a related field from an accredited university; a Master's degree is preferred. Candidates must have seven (7) years of progressively responsible experience in municipal finance, city management, or a closely related field. Requires experience managing large and complex budgets in a sophisticated and collaborative business environment, including four (4) years of management and supervisory experience. A CPFO designation is a plus.



## COMPENSATION

The successful candidate will receive a highly competitive salary with an excellent executive benefits package that considers candidate's qualifications and track record of career success.

## TO APPLY

If interested in this outstanding opportunity, please visit our website at [www.srnsearch.com](http://www.srnsearch.com) to apply online. The position is open until filled; the first review of resumes will begin on June 26, 2023. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate consent. Final interviews will be held with the City's Leadership Team. Candidates will be advised of the recruitment status following the selection of the Director of Finance.

The City of Sugar Land is an Equal Opportunity Employer. According to Texas Open Records laws, applications and resumes are subject to public disclosure.

Questions regarding this recruitment may be directed to:

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Mr. Elliott Pervinich, Vice President  
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