



CITY OF BAYTOWN, TX
INVITES YOUR INTEREST IN THE POSITION OF
ASSISTANT CITY MANAGER

THE COMMUNITY

Located just 30 miles east of downtown Houston, Baytown is the third-largest city in Harris County and is easily accessible via Interstate 10, Highway 146, and the Grand Parkway (Hwy 99).

With a population of around 77,000, Baytown encompasses an area of approximately 40 square miles and boasts a rich environment and a strong historical and economic heritage.

The City's strategic location has encouraged a successful and diverse blend of employment opportunities and recreational activities centered on the area's waterways. The City has 56 parks on approximately 1,000 acres of land, providing a large assortment of outdoor activities.

Located in the Texas Independence Trail region, Baytown is rich in history. General Sam Houston was an early resident, and the area played a significant role in the Battle of San Jacinto in 1836. The region was also home to the Karankawa Indians, and their artifacts can still be found at the Baytown Nature Center.

Originally three separate towns, the City of Baytown combined Goose Creek (dating back to before 1850) and oil boom-towns Pelly (established in the late 1910s) and East Baytown (early 1920s) when it incorporated in 1948.

Major employers include ExxonMobil, Goose Creek Consolidated Independent School District, and Houston Methodist Baytown Hospital. With a booming economy, Baytown is experiencing unprecedented growth in industry, retail, and housing. The City has maintained a high quality of life while becoming a major center for economic growth in the Sugar Land-Houston-Baytown metropolitan area. The City remains committed to smart growth, citywide innovation, infrastructure improvements, and increased investments in public safety to ensure Baytown will continue to be a quality community of choice.

THE ORGANIZATION

The City of Baytown is a Home-Rule city operating under a Council-Manager form of government. The City Council is comprised of six elected Council



members, one from each respective district, and one Mayoral position elected "at-large." Council members and the Mayor are each elected to a term of three years, with staggered elections.

The City of Baytown's purpose is to enrich lives and build community. Core Values include: Caring, Innovation, Collaboration, Leadership, and Stewardship.

The City is a full-service city supported by 930 FTEs. The City's total budget for FY2022 is \$245 million, of which \$126 million is the General Fund. In addition, the City has a Capital Improvements Program Fund of \$16.1 million. The City is financially stable and maintains strong bond ratings.

City departments include the City Clerk, Economic Development, Finance, Fire, Human Resources, Information Technology Services, Legal Services, Library, Municipal Court, Parks & Recreation, Planning & Development Services, Police, Public Works & Engineering, Public Affairs, and Public Health.

The City Manager is the chief executive and administrative officer of the City, responsible for general administration of the City's affairs and overseeing the operations of all City departments. The City Manager is assisted by two Assistant City Managers, who have several departments that report directly to them.

THE POSITION

The Assistant City Manager reports to the City Manager and works closely with the City Manager and the other Assistant City Manager. As a highly visible and key leader on the Executive Management Team, the Assistant City Manager has day-to-day oversight of operational and administrative issues primarily in the areas of public works, engineering, planning/development services, library, community engagement, and finance.

The Assistant City Manager is responsible for working on a wide variety of strategic priorities, creating partnerships, and managing high-level projects and initiatives that require city-wide coordination.

The Assistant City Manager assists the City Manager

with administrative and managerial duties, including coordinating day-to-day activities and assigned projects within the Office of the City Manager. The Assistant City Manager supervises Department Directors and City staff; evaluates matters of policy and procedures; provides recommendations and compiles reports and proposals; and represents the City and the City Manager at meetings and official functions.

Specific duties and responsibilities of the Assistant City Manager include, but are not limited to:

- Performs special assignments for the City Manager. Assists the City Manager as an advisor in the operations of the City. Coordinates internal and external resources to facilitate program development and management. Develops alternative solutions to problems.
- Assists the City Manager with day-to-day management and administration of the City. Provides oversight of assigned departments; coordinates programs with the Deputy City Manager, and Department Directors; attends meetings; makes presentations; and writes proposals and summaries. Initiates support programs to facilitate increased efficiency. Facilitates conflict resolution and performance enhancement with internal staff and external stakeholders.
- Attends City Council, and City related meetings, community events, and other functions. Makes presentations and conducts meetings as necessary. Acts as liaison in cooperative governmental consortiums.
- Performs delegated responsibilities including problem resolution, review and approval of routine matters, handling of emergency or unplanned events, and general oversight of City activities and functions. Recommends to the City Manager operations, programs, or projects that should be initiated, deleted or modified; requisite resources; and any required policy changes.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations.
- Coordinates budget development, compilation, presentation and administration. Provides direction to Department Directors and recommendations to the City Manager regarding changes and improvements in budgetary expenditures. Coordinates Project Review meetings.
- Performs all other related duties as assigned.

The ideal candidate will possess a demonstrated, dedicated career path and

a proven record of providing effective leadership with a depth, breadth, and diversity of experience within the public sector.

A strong leader with a collaborative management style who is confident, accessible, approachable, diplomatic, and able to quickly build trusting relationships is needed. Must have an impeccable reputation for being honest, ethical, and loyal.

A proactive, solutions-oriented leader who will work as a counterpart with the executive leadership to shape and drive change is needed. Must have an ability to influence culture and empower people.

An approachable leader who develops effective relationships with staff, stakeholders, and the public is essential. The Assistant City Manager must be politically astute while remaining apolitical and have strong analytical and negotiation skills. Exceptional interpersonal and communication skills are a must.

Requirements include a Bachelor's degree in public administration, government, political science, business management, or related field. A Master's degree in business administration, public administration, organizational leadership, or a related field is preferred. A minimum of eight years of increasingly responsible professional administrative experience in public sector management, including at least five of those years as a director of a department, department lead, or equivalent, is required.

Previous experience as a Deputy/Assistant City Manager or Senior



Department Director is preferred.

Candidates must have or obtain a valid Texas driver's license and have an acceptable driving record. In the event of an emergency situation or evacuation, the Assistant City Manager may be required to remain onsite to perform needed services.

COMPENSATION

The salary range is \$140,000 - \$198,000; starting salary will be competitive and negotiable based on qualifications and experience. The City provides an excellent benefits package that includes generous vacation and sick leave, free health & wellness clinic for employees, Texas Municipal Retirement System (2-1 matching), and much more. Texas has no state-level income tax.



TO APPLY

If interested in this outstanding opportunity, please visit our website, www.srnsearch.com, and apply online. Position is open until filled. 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 of Baytown. Candidates will be advised of the status of the recruitment following the selection of the Assistant City Manager. Questions regarding this recruitment should be directed to:

Ms. S. Renée Narloch
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000

The City of Baytown is an Equal Opportunity Employer. In accordance with Texas Open Records laws, applications and resumes are subject to public disclosure.



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