



The City of Tomball, Texas is accepting resumes for:

City Manager



The Community

Tomball is a historic city that honors the past & embraces its future. First known as a railroad town before becoming an oil town, the city was named after Thomas Henry Ball, a member of the U.S. House of Representatives, in 1907 due to his leadership in establishing Tomball as the major railroad center for the transport of agricultural products. It is located along State Highway 249, 28 miles northwest of downtown Houston. With a population of 10,500 residents, & daily visitor traffic of 30,000, Tomball does not consider itself “merely a suburb.” The City has a vital economy & functions as a commercial center for a large portion of the rapidly growing northwest quadrant of Harris County. The Tomball area has developed a strong economic base that includes major employers such as Baker Hughes, Packers Plus, BJ Services, Tomball Regional Medical Center, Lone Star College—Tomball & others.

Tomball is comprised of nearly 12 square miles of land within the city limits with additional developable land in the ETJ; the market area contains open rural territory, as well as abundant forested land. The availability of ample scenic land at attractive prices has been a strong factor in the growth of the City & in its strong economic growth. Residents are attracted to Tomball’s home town feel while living in proximity to a major metropolitan area. This quality provides for ample

family fun, along with numerous recreational & sporting opportunities. Housing in Tomball ranges from starter homes to those with acreage attached with plenty of options in between.

The Tomball Independent School District (TISD) serves residents providing K-12 education, & many private & parochial schools offer educational alternatives. A strong community commitment to education is reflected by the addition of several new schools within the district. Special features included are a high-tech design center & a life skills center. Lone Star College—Tomball provides residents with higher-educational opportunities with its 9,000 student campus.

Tomball area health care activity is dominated by Tomball Regional Hospital located in the heart of the community. It has become Northwest Houston’s fastest growing acute medical facility, with over 250 beds & a highly trained & experienced medical staff that represents 30 specialties & sub-specialties.



Current Issues

The new City Manager will have numerous opportunities including, but not limited to the following:

- **Financial Stability**—The City financial condition is very strong and maintains a AA+ bond rating. The City is heavily funded by sales tax income. The City Manager will need to provide ongoing guidance & recommendations to continue the City's strong financial security.
 - **Growth & Development**—The City of Tomball had experienced rapid growth at the beginning of the decade. The pace of this growth created pressure to provide adequate municipal services & infrastructure to service the developing areas of the community plus those the City seeks to annex. Council continues to be progressive with infrastructure improvements.
 - **Economic Development**—Tomball serves as the service hub for retail, commercial, & medical services for Northwest Harris & Southern Montgomery County. Other communities in Montgomery County & unincorporated Harris County are emerging retail & commercial development, which could be detrimental to Tomball's economic interests & drain sales tax revenues. The City Council & Economic Development Board are proactively seeking to
- **Development of Livable Centers**— The Council has provided initiatives for downtown redevelopment and revitalization of the historical area of Tomball. TxDOT plans are to reconstruct FM2920 from SH249 Business to Willow Street through downtown.
 - **Sense of Community**—As Tomball continues to grow, the citizens are seeking to maintain the “small town” feel & atmosphere they cherish.
 - **Community Relations**—The City Council & staff will look to the City Manager for guidance and leadership in developing & maintain a municipal organization dedicated to customer service & high performance standards. This includes creative methods of communication with residents, looking for ways to accommodate the business needs of current or potential businesses. The new City Manager must maintain a visible & accessible profile with the Tomball community.
 - **Staff Development**—The City Council will expect the City Manager to communicate its vision & five year strategic plan to staff & to guide them in the development of detailed work plans. The City Manager will be expected to hold staff accountable to achieve the strategic objectives through their work plans & to improve internal communications & the efficiency & productivity of internal operations to ensure the City's ability to continue to provide cost-effective, high quality services to the citizens as it continues to grow.



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Education & Experience

The essential qualifications for this position include:

- Bachelor's degree in Public Administration or related field required
 - Master's degree in Public Administration or related field desired
 - Minimum five years as a Department Head in comparable / larger community required. City management or equivalent experience preferred.
 - Diverse exposure to all aspects of managing a full service city, preferably near a major urban center
 - ICMA/TCMA member preferred
 - CPM or ICMA-CM preferred
- Demonstrated record of accomplishment in:
 1. Development & maintenance of a service focus
 2. Community development, growth management, transportation, & economic development
 3. Budget & financial management



Position Overview

The position of City Manager of Tomball presents a unique & rewarding professional challenge & opportunity. The Tomball City Council is seeking a City Manager to manage & direct the daily operations of the City & implement the policies of the elected City Council. Managerial competence, maturity of judgment, strong personal leadership, & the ability to communicate effectively & positively with the staff & community are essential.

As provided in the City Charter, the City Manager serves at the will & pleasure of the City Council, subject to the provisions contained within an employment



agreement. The current City Manager is retiring after serving Tomball for 7.5 years. This position has been stable historically as there have only been five City Managers in the history of Tomball since 1986.

Among other duties, the City Manager oversees the entire city staff, other than Council appointees, & presents the annual budget for adoption by the City Council. The City Manager is the Chief Executive Officer of the City. It is the Manager's duty, under the City Charter, to execute & implement policies established by the City Council. He/she is responsible for the overall coordination of the City's governmental activities, for the efficient operation of the City of Tomball providing management & leadership to the staff & organization & communicating organizational goals & values to the public.

The City Manager is a recognized community leader & often serves as an ambassador for the City Council & the municipal organization. As a public leader, the City Manager must demonstrate professionalism in all matters & be politically astute, but apolitical.

City Organization

The City of Tomball is a Home Rule Charter city that operates under the Council-Manager form of government. The City Council is comprised of the Mayor & a five-member Council; each are elected for three year terms on a staggered basis. The Mayor is elected at large & the Council is elected at large by place.

The Mission of the City of Tomball is to promote a healthy & safe environment of increasingly higher quality of life for all citizens, with sensitivity to the financial burden it may impose.

Tomball provides a full range of municipal services to its residents, including administration, human resources, finance & budget, public works, utilities (including water, waste water, & natural gas), police, fire, engineering & planning, community development and capitol projects.

Tomball has a total staff of 173 full-time employees & 51 part-time employees with a total budget of \$54 million with a general fund budget of \$21 million. The City's tax rate is \$0.341455.

Tomball is an award winning city, having received a Certificate of Achievement for Excellence in Financial Reporting for the City's Comprehensive Annual Financial Report from the Government Finance Officers Association for the past 27 years. Tomball also received the Distinguished Budget Presentation Award from the GFOA for the past 9 years. The Tomball Police Department is a TPCA best practices recognized department. The Public Works Department has worked hard to provide the citizens with a "Superior Water" system. Also, the Marketing Department has won numerous state – wide awards.



Candidate Profile

The City Council wants to employ a City Manager who believes that continuous improvement is a part of doing business. The successful candidate should show evidence of the following qualities & characteristics:

- Communicating accurately & in a timely manner with all members of Council
- Maintaining positive productive relationships with residents, visitors, & business & development community— balancing their respective needs in the best interest of the community
- Strong leadership & interpersonal skills, an open, participative management style, ability to work & communicate with all levels of staff, & motivation & team building
- Effective working relationships with City employees while maintaining responsibility, accountability, & productivity
- Anticipating problems, identifying alternative actions, & preparing proactive recommendations &

supporting those recommendations before Council

- Reputation for high ethical conduct, honesty, diplomacy, & professionalism
- Partnership & coalition building both within the community & the organization
- Effectively articulating & advocating City interests with other organizations & agencies
- Dedication to work through challenges & showing initiative, resourcefulness, & creativity
- Commitment to becoming part of community life



Compensation & Benefits

The City of Tomball offers a competitive & negotiable salary & an excellent benefits package including:

- Starting salary range is 131-177K; hiring salary dependent upon qualifications & experience
- Automobile allowance; cell phone; training & memberships;
- TMRS retirement; medical, dental, vision & life insurance; & flexible spending account
- Relocation assistance



Application Process

Qualified candidates may submit their resume to the City of Tomball by mailing, faxing, emailing or delivering to:

City Hall, 401 Market Street, Tomball, TX 77375

Attn: Director of Human Resources

Fax: 281-290-1088

Email: hr@tomballtx.gov

This position is open until filled; however, the first review of applicants will take place on January 15, 2018.

Following the first review date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with relevant qualifications may be given preliminary phone interviews & other screenings. Final interviews at the City of Tomball will be offered to those candidates named as finalists with reference checks conducted after receiving candidate's permission. For more information please contact Lisa Coe by calling 281-290-1012 or by visiting our website at www.tomballtx.gov.

The City of Tomball is an equal opportunity employer & values diversity at all levels of its workforce.

Applicants will be subject to a criminal history/credit/drivers license check prior to interview. Under the Texas Public Information Act, information from your resume may be subject to release to the public.