

ASSISTANT CITY MANAGER

City of Missouri City, Texas

Target Salary:
$200,000–$215,000 DOE/DOQ

Are you an experienced municipal executive who can strengthen the financial, workforce, and technology systems that help an entire organization perform at its best? If so, consider becoming Missouri City's next Assistant City Manager.

We're looking for an exceptional local government leader who is:

- Emotionally intelligent, collaborative, and relationship-driven
- Experienced in financial stewardship and enterprise administrative leadership
- Skilled at building durable systems, strengthening internal services, and ensuring accountability and follow-through

This is a high-impact opportunity to join the executive leadership team of a significant, full-service Houston-area municipality and lead the functions that enable every City department to succeed.

Executive Recruitment Provided by SGR



ABOUT THE COMMUNITY

Immediately southwest of Houston, Missouri City offers the advantages of a substantial independent municipality with direct access to one of the nation's largest and most economically dynamic metropolitan regions. Primarily located in Fort Bend County, with a smaller portion in Harris County, the community is conveniently connected by U.S. 90A, State Highway 6, Beltway 8, and the Fort Bend Toll Road.

Missouri City is distinguished by its diversity and contrasts. Established neighborhoods exist alongside newer master-planned communities, while exceptional racial and cultural diversity contributes to the community's identity. Census data underscore that diversity: 38.7% of residents identify as Black alone, 19.0% as Asian alone, 20.8% as Hispanic or Latino, and 23.9% of residents are foreign-born.

The community is also evolving economically, moving beyond its historically residential character toward greater commercial investment, employment growth, redevelopment, and new development opportunities. Residents enjoy more than 20 parks and over 500 acres of parkland, recreation and tennis facilities, extensive trails, and the Quail Valley Golf Club. The broader Houston region provides convenient access to the Texas Medical Center, two major commercial airports, professional sports, arts and cultural institutions, higher education, major employment centers, and Gulf Coast recreation.

Missouri City traces its origins to the 1890s, when Houston real estate investors promoted the area to prospective settlers in Missouri. The community subsequently developed around rail transportation and the nearby Blue Ridge oil field and salt mine.

Missouri City is experiencing significant growth, including through the annexation of developed areas and master-planned communities, with its population approaching 100,000. The City has zoning regulations in place and is working to complete an update to its comprehensive plan. Administrative priorities include evaluating the financial impacts of annexation and studying potential utility consolidation, including the possible dissolution of existing municipal utility districts where prudent.

POPULATION
Approaching 100,000 with recent annexations

MEDIAN HOUSEHOLD INCOME
$94,390

MEDIAN HOME VALUE
$311,400

AVERAGE MONTHLY RENT
$1,931

History CLICK!

Tourism CLICK!

GOVERNANCE & ORGANIZATION

Missouri City operates under the Council-Manager form of government. The seven-member City Council includes the Mayor, two at-large Council Members, and four Council Members elected from single-member districts. Council Members serve three-year terms. The City Manager is appointed by the City Council and is responsible for managing the City's day-to-day operations.

Following several years of significant leadership transition, the City is experiencing orderly growth and change, supported by a continued commitment to professionalism and strong council-manager governance. With a clear focus on organizational excellence and a strong commitment from the City Council, Missouri City continues to pursue high standards of professional municipal service. Both the City's parks and fire departments have received professional recognition.

Missouri City is a full-service municipal organization with approximately 500 employees. Its FY2026 budget reflects the scale and complexity of the enterprise, with approximately $255.6 million in total expenditures, including a $101.3 million General Fund, approximately $42.0 million in capital projects, and approximately $71.1 million in utility funds. The City is in a strong financial position as it pursues an aggressive capital improvement program and considers a potential bond election in 2027 or 2028.

The City provides a broad range of municipal services, including:

- Public safety
- Public works and utilities
- Development and neighborhood services
- Parks and recreation
- Economic development
- Finance, technology, human resources, and other internal and administrative services





ABOUT THE JOB

Reporting directly to the City Manager, the Assistant City Manager is a key member of Missouri City's executive leadership team, providing strategic leadership, operational oversight, and organizational support to the City Manager, City Council, and municipal organization.

The Assistant City Manager will lead the City's administrative portfolio of Finance, Budget, Municipal Courts, Human Resources, and Information Technology, direct strategic initiatives and enterprise-wide projects, and serve as Acting City Manager when assigned.

The new Assistant City Manager will:

- Provide executive leadership and direction to all assigned departments.
- Oversee long-range financial planning, budget strategy, forecasting, resource allocation, and financial controls.
- Strengthen workforce planning, employee relations, talent development, and succession planning.
- Guide technology governance, modernization, cybersecurity, and data governance.
- Provide executive oversight of Municipal Court administration.
- Translate City Council priorities and City Manager direction into operational plans, performance measures, and accountability systems.
- Coordinate complex initiatives that cross departmental boundaries.
- Coach, mentor, and develop department directors and senior leaders.
- Support City Council agenda development and policy implementation.
- Represent the administration effectively with elected officials, employees, residents, regional partners, businesses, and other stakeholders.

LINK TO ORG CHART CLICK!

JOB DESCRIPTION CLICK!

DEPARTMENT / PORTFOLIO STRUCTURE

The administrative portfolio includes:

- Finance
- Budget Analysis
- Municipal Court
- Human Resources
- Information Technology

The City's planned future-state structure includes three Assistant City Managers and a Chief of Staff reporting to the City Manager.

City Employees: Approximately 500

FY2026 Total City Expenditures:
Approximately $255.6 million
FY2026 General Fund:
Approximately $101.3 million
FY2026 Capital Projects:
Approximately $42.0 million
FY2026 Utility Funds:
Approximately $71.1 million

KEY LEADERSHIP PRIORITIES

- Build a reliable administrative platform. Create accurate, timely internal support systems that departments trust, so high-performing internal services enable high-performing external services.
- Strengthen financial stewardship. Provide sophisticated financial leadership through strong budgeting and forecasting, reliable controls, disciplined resource allocation, and clear policy analysis.
- Advance modernization. Lead process modernization, workforce development, technology advancement, and cybersecurity across an integrated portfolio.
- Build leadership capacity. Coach directors rather than simply review their work, ensuring leaders have clear roles, appropriate authority, support in making decisions, and accountability for results.
- Strengthen executive coordination and execution. Ensure City Council and City Manager priorities move from discussion to implementation, turning strategic priorities into measurable results.
- Create durable organizational systems. Establish processes, reliable data, performance measurement, and succession planning that endure through leadership transitions.
- Support growth and investment. Ensure financial, workforce, and technology systems keep pace with growth, annexation, major capital investment, and a potential bond election.

IDEAL CANDIDATE

Missouri City is seeking an accomplished municipal executive who combines executive competence and financial and administrative sophistication with exceptional emotional intelligence. The ideal candidate will be collaborative, approachable, service-oriented, and confident without being territorial.

This individual will be politically astute without being political, credible with elected officials, and trusted by department directors. They will remain calm under pressure, make decisions, hold people accountable, and coach leaders throughout the organization.

The successful candidate must be equally comfortable with strategy and execution, will follow through with discipline, and will see Finance, Budget, Human Resources, Information Technology, and Municipal Court as one integrated system that helps every department succeed.



EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Finance, Accounting, Human Resources, Information Technology, Political Science, Public Policy, or a closely related field.
- Seven to ten years of progressively responsible executive or senior leadership experience in local government administration, municipal operations, finance, budgeting, courts, human resources, information technology, or related functions.
- Experience working directly with elected officials and executive leadership teams.
- Demonstrated success leading organizational initiatives, process improvements, strategic implementation efforts, and cross-functional teams.
- Valid Texas Driver's License or ability to obtain one within the prescribed period.
- An equivalent combination of education, training, and experience may be considered.

Preferred:

- Master's degree in a related field.
- Experience as an Assistant City Manager, Deputy City Manager, Assistant City Administrator, Department Director, or comparable executive leadership position.
- Significant financial management and budgeting experience.
- Experience supervising or coordinating multiple organizational support functions.
- Experience with organizational modernization and process improvement.
- Experience with technology governance, cybersecurity, enterprise systems, or digital transformation.
- Experience with workforce development, succession planning, and organizational effectiveness.
- Direct experience in a council-manager form of government.
- Experience in a growing, changing, or organizationally complex municipality.
- Texas municipal experience is advantageous but not required; qualified candidates from across the country are encouraged to apply.



SALARY & BENEFITS

Compensation: Targeted salary of $200,000–$215,000 DOE/DOQ.

Health Benefits: Multiple Cigna medical plan options, plus dental and vision coverage.

Health Savings Account: For employees enrolled in the HSA plan, the City contributes $1,500 for employee-only coverage or $2,750 for employee-plus-dependent/family coverage.

Retirement: Texas Municipal Retirement System defined-benefit retirement with a 2:1 City match.

Deferred Compensation: 457 deferred compensation program; employees also have access to retirement savings options through MissionSquare.

Insurance: City-paid basic life and accidental death and dismemberment insurance and City-paid long-term disability coverage.

Paid Leave: Vacation, sick leave, and paid holidays.

Additional Benefits: Employee assistance program and professional development/educational assistance.

Executive Benefits: Vehicle allowance and phone allowance; relocation assistance may be available.

HOW TO APPLY

Apply Here



For more information on this position, contact:
Clay Pearson, Senior Vice President, Executive Recruitment
claypearson@governmentresource.com | 713-816-8639

The City of Missouri City is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability. Applicants selected as finalists for this position will be subject to a comprehensive background check.