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THIS NOTICE IS POSTED PURSUANT TO THE TEXAS OPEN MEETING ACT (CHAPTER 551) OF THE TEXAS GOVERNMENT CODE. THE CITY COUNCIL OF IOWA COLONY WILL HOLD A PUBLIC MEETING AT 6:00 P.M. ON WEDNESDAY, FEBRUARY 3, 2021, VIA VIDEOCONFERENCE, FOR THE PURPOSE OF DISCUSSING AND IF APPROPRIATE, TAKE ACTION WITH RESPECT TO THE FOLLOWING ITEMS.

***Instructions:***

*Join Zoom Meeting*

<https://us02web.zoom.us/j/89004983023?pwd=ZTUramZiYkJDZWtSbFJGLzlsY1o5dz09>

*Meeting ID:* 890 0498 3023

*Passcode:* 910235

*One tap mobile*

+13462487799,,89004983023#,,, \*910235# US (Houston)

*Dial by your location*

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*Meeting ID:* 890 0498 3023

*Passcode:* 910235

*Find your local number:* <https://us02web.zoom.us/j/89004983023?pwd=ZTUramZiYkJDZWtSbFJGLzlsY1o5dz09>

**MEETING- 6:00 P.M.**

1. Call to Order.

2. Citizens Comments.

"An opportunity for the public to address Planning and Zoning Commission on agenda items or concerns not on the agenda. To comply with the Texas Open Meetings Act, this period is not for question and answer. Those wishing to speak must observe a three-minute time limit."

3. Discussion with City Council regarding city manager search process.

4. Adjourn.

I hereby certify that the above notice of meeting of Iowa Colony Planning Commission was posted pursuant to the Texas Open Meeting Act (Chapter 551 of the Texas Government Code). The said notice remained posted for at least 72 hours preceding the scheduled time of the meeting.

*Kayleen Rosser*

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KAYLEEN ROSSER, CITY SECRETARY



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January 27, 2021

**To:** Mayor and City Council

**From:** Ron Cox

**Subject:** February 3, 2021 City Council Agenda Memorandum

The following are my memos for key agenda items for Council consideration at the February 3, 2021 Special City Council meeting. I have comments on each item to inform Council members about the key issues, and to let each of you know what attachments are available to assist you in your deliberations. Finally, in several instances I have included a recommendation from staff.

Note: Since I am doing this memo before the Agenda is finalized or posted, some items may drop off, and some items might be in a different order than the posted agenda. The actual wording of the agenda item may change as I used general descriptions in this memo as headings for the item.

Also, note that each of the attachments are numbered to keep them in order for the agenda item.

### **Work Session – 6:00 - 6:30**

- **Discussion with City Council regarding city manager search process. (20 minutes)**

**Memo:** At this meeting, I want discuss these topics related to the city manager search process. As I discussed at the last Council meeting, generally, I recommend the following:

- **Establish Governance Model** – This outlines the Council's leadership and communication philosophy and establishes expectations for the Council and the staff. Expectations are particularly important in order to relay them to the City Manager and staff and to hold the city manager accountable for those expectations.
- **Establish a City Manager Profile** – The profile becomes the basis for what type person and the qualities you want for your city manager.
- **Review and approve the CM Job Description** – Although somewhat standard, the job description will outline the job duties, education and other selection criteria for the new hire. The salary range will also be finally determined.
- **Establish the timeframe** – We would just discuss the average timeframe, process for advertising, and selection and interview process.

We need to schedule a special meeting for this discussion before we leave.

**Action:** None

**Attachment:**

- 0.2b City Manager folder

Copy

# **CITY OF IOWA COLONY**

## **Job Description**

**Job Title: City Manager**

**Department:** City Manager

**FLSA Status:** Exempt

**Reports To:** Mayor / Council

**Location:** 12003. Iowa Colony Blvd.

**Revision Date:**

### **PURPOSE OF THE JOB:**

- To plan, organize, and direct all City affairs as assigned by City charter, ordinance, or directive.
- To promote City interests through direct community involvement or indirectly, through the management of Department Directors.
- To provide advice and consultation to City Council, and as liaison between Council and City staff.

### **WORK PERFORMED:**

1. Directs and engages in short term and strategic planning for the development, acquisition, and use of the City's human, capital, and financial resources.
2. Prepares or directs the preparation of policy and procedural proposals for review and adoption by City Council.
3. Monitors the implementation and progress of policies, procedures, programs, and projects.
4. Appoints / hires Department Directors (as provided by City Charter) and City Manager's staff, and other City employees through subordinates; Evaluates performances, resolves grievances and develops staff.
5. Directs the preparation of City's budget, monitors execution of the budget throughout the year, to include and review approval of expenditures, check registers, and overtime reports.
6. Advises the Council of the City's financial status.
7. Directs the preparation of City Council meeting agendas; Determines items to be included in the agenda.
8. Receives and responds to public inquiries; Resolves or delegates the resolution of problems presented by citizens.

9. Represents the City's interests in a variety of settings, both inside and outside of the City; conducts on-site visits of City projects.
10. Directs staff meetings, reviews status of staff projects, and reviews recommendations and projects completed by staff.
11. Attends evening City Council meetings, committee meetings, social, civic, and volunteer association meetings.
12. Actively participates in professional associations.
13. Consults with City attorney to seek legal advice and legal opinions.
14. Attends workshops and seminars to stay abreast of latest developments in topics bearing on effective City management, to include, but not limited to, Federal and State regulatory changes.
15. May perform other related duties.

**SUPERVISION EXERCISED:**

1. Position Directly Supervised:

All Department Directors that may now or in the future exist

Any assistants positions that may be established

2. Positions Indirectly Supervised:

> All full-time employees

> All part-time employees

**SUPERVISION RECEIVED:**

1. Title of Supervisor:

Mayor and City Council

2. Nature of Supervision:

Performs work under general supervision; Receives annual performance evaluation.

**RESPONSIBILITY AND AUTHORITY:**

1. Decision Making:

- Decisions to be made are far reaching, thus requiring the ability to forecast consequences. Conditions surrounding the problems are uncertain and involve highly sensitive matters.

Decisions affect the well being of the organization, or the well being of the public. Decisions require extensive and broad experience in municipal government, and in-depth knowledge of relevant laws and ordinances, and public practices.

Examples:

- Exercises total authority and discretion in daily interpretation and execution of citywide policies, procedures, and programs.
- Independent judgment and discretion is utilized in exercising the responsibilities of Chief Executive.

2. Equipment:

- Frequently uses computer, Cell Phone and vehicle.

3. Finances:

- Responsible for complete oversight of City budget

4. Public Contacts (Nature and Identity):

- Interacts with Federal and State agencies to obtain information concerning rules, regulations, and grants, as well as other matters.
- Provides or receives advice and guidance to / from Federal and State elected officials, statewide organizations and elected officials' staffs concerning legislation. Shares information with City and County elected officials.
- Provides quotes and press releases for television, radio and newspaper media.
- Exchanges information concerning programs and projects of mutual benefit with Chamber directors and board members.
- Consults with City Attorney.
- Discusses common issues with other City Managers throughout the State.
- Consults with school officials of F.I.S.D. and C.C.I.S.D. to share projects, concerns, and exchange information.
- Interacts with consultants concerning project status.
- Interacts with the public, both individuals and organizations, concerning a wide range of issues bearing on City policies, procedures, and programs.

5. Internal Contacts (Nature and Identity):

- Principal contacts are with the Mayor, City Council, and Department Heads to exchange routine information, coordinate work activities, provide advice and consultation, and negotiate policies and procedures; Provides direct orders to Department Heads.

**SKILLS, KNOWLEDGE AND ABILITIES:**

1. Minimum Education and Experience Required to Perform the Job:

- Undergraduate degree in business, public administration, or related field; Master's degree in political science, business, public administration, or related field is preferred.
- Five years of progressively responsible City Management experience in a smaller City, or eight years in lieu of a graduate degree.

2. Knowledge or Skill Proficiencies:

- Knowledge of Federal, State and local laws / regulations bearing on City programs.
- Knowledge of business practices and protocol.
- In depth understanding of municipal operations.

3. Special Aptitudes and Abilities Required:

- Excellent verbal skills, both oral and writing. Must be able to make effective presentations to City Council, Social and Civil group, negotiate with high-ranking officials, and represent the City in formal, as well as informal, settings.
- Outstanding managerial skills, to include ability to plan, organize, and direct multiple projects of significant importance to the public.
- Ability to create a motivating work environment for managers of diverse talents and personalities.
- Philosophy oriented toward serving the public and acting as role model for other employees' interactions with the public.
- Outstanding problem-solving and analytical skills; Must be able to find solutions to problems for which there may be no precedent.

4. Required Licenses, Registries and Certifications:

- Valid Texas Drivers License and a good driving record.



## COMPETENCIES REQUIRED

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - Synthesizes complex or diverse information; Uses intuition and experience to complement data.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** - Communicates changes and progress; Manages project team activities.
- **Customer Service** - Responds to requests for service and assistance; Meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** - Exhibits objectivity and openness to others' views; Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives.
- **Visionary Leadership** - Inspires respect and trust; Provides vision and inspiration to peers and subordinates.
- **Change Management** - Communicates changes effectively; Builds commitment and overcomes resistance.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.
- **Leadership** - Exhibits confidence in self and others; Effectively influences actions and opinions of others.

- **Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Business Acumen** - Understands business implications of decisions; Aligns work with strategic goals.
- **Cost Consciousness** - Works within approved budget; Conserves organizational resources.
- **Diversity** - Promotes a harassment-free environment.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support** - Follows policies and procedures; Supports organization's goals and values.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation.

#### **WORKING CONDITIONS (GENERAL):**

- Position may involve extended periods of sitting and standing with some lifting; Frequently exposed to odors and fumes; Occasionally exposed to heat, cold, dampness, and bad lighting. Unlikely to sustain physical injury if care is exercised when traveling and arranging meeting room, or while engaged in other physical activity.
- Position incumbent is subject to considerable stress due to workload, budgetary responsibilities, and total management responsibility under uncertain or unstable economic conditions; Stressors include the management of highly charged political situations and negotiating with individuals who may have conflicting personal agendas or views (City Council Members or City Council-Staff members).
- Position is required to attend evening meetings and is expected to work beyond a 40-hour workweek to accomplish all objectives.

**NOTE:**

Any applicant receiving a bona fide job offer for this position will be required to undergo and pass a pre-employment physical examination, illegal drug screening and criminal background check prior to employment.

All positions at the City of Iowa Colony require documentation of employment eligibility in accordance with Federal employment law.

Communication skills in English are required for some specific assignments based upon job-related needs for communication with the general public and/or co-workers. Bilingual skills (Spanish/English) are encouraged, but not required.

**The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of the personnel so classified.**

**The Job Description does not constitute an employment agreement between the City of Iowa Colony and the employee. This position is subject to change by the employer as the needs of the employer and requirements of the job change.**