



City Administrator

City of Kemah, Texas

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The Community

Kemah, Texas, (population of 2,046), has a rich history, beautiful views, and a vibrant culture. Home to the famous Kemah Entertainment District, the City of 1.91 square miles has a promising future. Kemah is located in the northeast corner of Galveston County and is part of the Clear Lake Area. It is bordered to the west and south by League City, and to the northwest by Clear Lake Shores. The City of Houston is 30 miles to the northwest.

Kemah’s earliest roots date back to 1824, when Michael Gouldrich, one of the first colonists, was granted the 72-hectare piece of land. Kemah is derived from the Indian word “Karankawa,” which means “wind in my face.” The city finally got its present name of Kemah in 1907 when the town established its first post office. Originally a small fishing town, the city has become a tourist destination bringing in visitors from around the world. Famous attractions include the Kemah Lighthouse District, Boardwalk, Bullet Rollercoaster, and Boardwalk Tower. Throughout its history, Kemah has maintained its sense of community. Kemah is a great place to live, work and visit. The city offers numerous festivals throughout the year including holiday events, outdoor music, and art fairs. Residents also benefit from all the cultural amenities within the Galveston Region.

Kemah has its own recently accredited police department and receives fire and rescue services from the Kemah Volunteer Fire Department.

The community is served by the highly rated Clear Creek Independent School District which was awarded the college success award in 2019, 2020, and 2021, based on its success in preparing students for college. Clear Lake High School is recognized as one of the top schools in the nation.

Kemah has a diversified group of residents who share a love of living by the water in a unique coastal island community.



Population
2,046



Median Income
\$94,286



Median Property Value
\$261,400

Governance and Organization

The City of Kemah (<https://www.kemahtx.gov/>) is a Type A General Law city with a five-member City Council and a Mayor. The City Council establishes a vision, considers local legislation, makes appointments to the organization's commissions and committees, approves the annual budget, and appoints the city administrator to oversee the daily operations. The city administrator will report to the Mayor for matters dealing with the day-to-day operations of the city. The Mayor and all five City Council members are elected at large to two-year terms with three council members being elected the opposite year as the mayor and two council members.

Kemah's city administrator handles the day-to-day duties leading the organization's 40 full and part-time employees, managing an annual budget of \$7.7 million.

The City's current departments include Administration, Finance, Police, City Secretary, Technology, Community Development, Human Resources, Public Works, and Municipal Court.



The Position

Under the direction of the City Council, Kemah's City Administrator serves as the organization's chief administrative officer, ensuring daily operations align with the City Council's vision, policies, and community goals.

The position manages and coordinates projects, serves as the emergency management director, develops and presents the annual budget, monitors expenditures and the City's adherence to federal, state, and local laws, and serves as a sounding board for elected and appointed leaders, providing the background, data, and guidance they need to make informed decisions. It also assists in setting short-term and long-term goals for the organization with an eye on sustainable finances and maintaining Kemah's excellent quality of life.

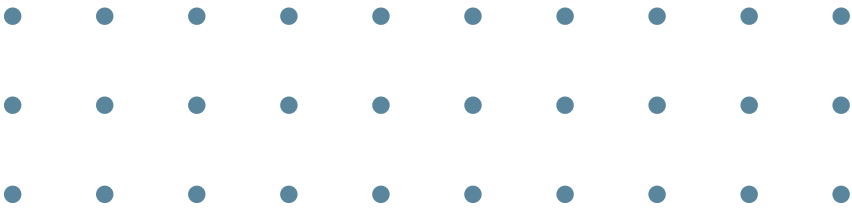
The successful candidate will monitor the performance of City employees, review policies and procedures to improve customer service, and make recommendations to City Council as needed to keep the organization's workforce efficient and effective. The position is also responsible for contract administration and enforcing City laws, permits, and franchises.

As the organization's leader, the City Administrator is responsible for providing direction and support to City departments, demonstrating exemplary character, resolving grievances, and inspiring employees. He/She should also play an integral role in representing the City to residents, developers, business owners, members of the media, neighboring communities and regional organizations, and state and federal agencies.



Position Priorities

- Establish development standards and practices providing a timely and consistent development process, promoting quality development for the community.
- Improve the relationships with builders and developers.
- Work with the new Finance Director on long-range financial planning.
- Recruit and retain quality City staff.
- Improve the organizational culture.
- Develop a strategic plan.
- Closely coordinate with TXDOT to minimize the impact on both residents and businesses from the ongoing major highway project.
- Increase and expand economic development.
- Develop new processes, procedures, and policies.



The Ideal Candidate

MINIMUM QUALIFICATIONS

- Bachelor's degree (Master's Degree preferred) in public administration, planning, business, economics, finance, marketing, or a related field from an accredited college or university.
- Five (5) years of increasingly responsible experience in economic development, and/or tourism and related activities, preferably to include three (3) years of supervisory and management experience.
- Preferably, experience with a Texas Community Economic Development Corporation (EDC), especially a 4B entity, is highly preferred.
- Proven track record in economic development with documented results. Economic development experience in areas in close proximity to major metro areas is preferred.

PREFERRED CHARACTERISTICS

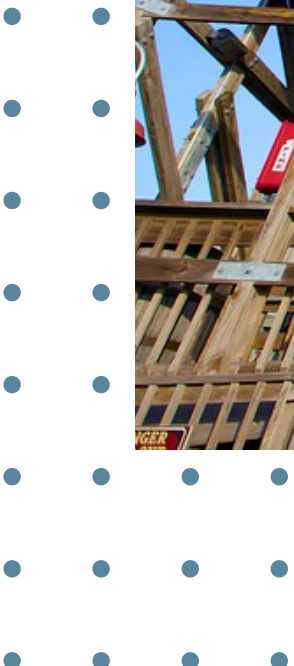
- A high level of integrity and empathy
- Active involvement in the community
- Comprehensive financial management experience
- Grants management experience
- Emergency management experience
- Fair and consistent
- Knowledge of State and Federal Law
- A positive role model for City staff
- A high level of communication skills and abilities
- Strategic thinker
- Strong budgeting capabilities



Compensation and Benefits

The City of Kemah is offering a salary range of \$140,000 to \$160,000 for this position commensurate with experience and qualifications. The organization also provides a competitive benefits package including medical insurance with dental and vision options, as well as term life insurance. Additional benefits include paid holidays, sick leave, along with vacation leave.

The City of Kemah participates in the Texas Municipal Retirement System (TMRS), which pairs a 7% employee contribution with a 2:1 employer match.





How To Apply

The position is open until filled.

First Review Deadline: 5 p.m. | Friday | June 9, 2023

Please email your cover letter and resume in .pdf format to
applykemah@clearcareerpro.com

Faxed and mailed submissions will not be considered.

For more information on this position contact:

Kent Myers, Vice President of Recruitment Services - 830.998.4101

kent@clearcareerpro.com

The City of Kemah is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

Resources

City Website:

<https://www.kemahtx.gov>

Clear Creek ISD Website:

www.ccisd.net

Galveston County Website:

www.galvestoncountytexas.gov