

CITY ADMINISTRATOR



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Surfside Beach offers a welcoming, small-town atmosphere paired with the natural beauty of the Texas Gulf Coast. Located just an hour from Houston, the city provides a relaxed, family-friendly environment with four miles of pristine shoreline, unique local dining, and a colorful coastal culture that makes everyday life feel refreshing and inspiring.

Beyond its scenic setting, Surfside Beach supports an active, outdoor-oriented lifestyle. The deep Gulf waters create ideal conditions for activities like surfing, kayaking, and windsurfing, while fishing remains one of the area's most valued pastimes. The community is also proud of its Bird City designation, earned for its commitment to wildlife conservation and the preservation of habitats for more than 400 bird species.

Families appreciate amenities such as the 2,000-square-foot Splash Pad Park, a lively space designed for safe, summer fun. History enthusiasts will find meaningful connections to Texas heritage at Fort Velasco, a reconstructed site that commemorates the origins of the Texas Revolution. The actual fort was located near the current City Hall. It was at this port that Stephen F. Austin and his colonists first arrived in Texas in 1821. Eleven years later, in 1832, the first battle of Texas' war for independence was fought here.

Surfside Beach residents enjoy a variety of locally owned restaurants, live music, and gathering places that foster a strong sense of community. Housing options range from cozy homes to spacious beachside rentals, offering comfortable living for individuals, families, and newcomers of all kinds.

The Stahlman Park Event Center provides a versatile venue for retreats, celebrations, and community events, strengthening the bonds that make Surfside Beach such a unique place to call home.

With its blend of natural beauty, community spirit, and accessible coastal living, Surfside Beach is an exceptional place to build a career and be part of a thriving coastal community.

Organizational Culture

The organizational culture of the Village of Surfside Beach, Texas, is shaped by its rich historical identity and strong community roots. As home to the Fort Velasco Replica, site of the first battle for Texas independence, the city draws inspiration from a legacy of resilience and civic responsibility. The murals depicting the Karankawa people, the early Austin Colony, and the Treaties of Velasco reinforce a shared sense of heritage that influences the community's values and its commitment to preserving local history.

Reflecting these foundations, Surfside Beach maintains a small-town, service-oriented culture defined by transparency, responsiveness, and collaboration. Its streamlined administrative structure supports cross-functional teamwork, enabling staff to resolve issues quickly and maintain close connections with residents. Governance by a Mayor and five-member Board of Aldermen, paired with monthly open meetings, online access, and active community engagement, further strengthens a culture of accessibility and civic involvement. Together, these elements create an organizational environment that is practical, community-centered, and deeply aligned with the city's historical character.





The Position

The City Administrator serves as the Chief Administrative Officer for the Village of Surfside Beach and is responsible for managing the daily operations of the municipal government. Appointed by a majority vote of the Mayor and City Council for a defined contractual term, the City Administrator ensures that all policies, directives, and strategic priorities established by the Mayor and City Council are implemented efficiently, effectively, and in alignment with the community's goals.

As the Village's top executive leader, the City Administrator provides comprehensive leadership, direction, and coordination across all municipal departments, programs, and services. The role requires strong organizational and management capabilities, particularly given Surfside Beach's unique seasonal population fluctuations - rising from approximately 625 year-round residents to thousands of people during peak season. The Administrator must effectively balance routine municipal operations with the expanded demands of peak tourism seasons.

The City Administrator oversees financial operations, personnel management, departmental performance, intergovernmental relations, and community partnerships to ensure high-quality service delivery for residents, visitors, and local businesses. This position reports directly to, and serves at the pleasure of, the Mayor and City Council.



See Yourself Here

The City Administrator oversees and coordinates the daily operations of all municipal departments, implements policies set by the Mayor and City Council, manages financial and personnel functions, and ensures effective communication, service delivery, and regulatory compliance. The role requires strong leadership, strategic planning, and the ability to adapt city services to seasonal population increases while fostering positive relationships with residents, businesses, visitors, and community partners.

KEY DUTIES:

- Direct and manage the daily operations of all city departments.
- Implement policies, ordinances, and resolutions adopted by the Mayor and City Council.
- Prepare and present reports, recommendations, and monthly updates to the Mayor and City Council.
- Develop, present, and administer the annual city budget with transparency and accountability.
- Assist the Director of Human Resources with hiring, training, evaluation, and discipline of personnel.
- Ensure compliance with local, state, and federal regulations.
- Prepare official correspondence, communications, and media releases.
- Oversee city contracts, grants, and intergovernmental agreements.
- Lead strategic planning for long-term growth, infrastructure, and sustainability.
- Respond professionally to citizen inquiries, concerns, and complaints.
- Coordinate and adjust city services to meet seasonal population demands.
- Represent the City in meetings with agencies, organizations, and community partners.

Opportunities

- Growth Leadership through the emphasis of strategic partnerships, civic engagement, operational leadership & embracing the Village's evolving economic & community landscape
- Policy Influence as the City's first ever City Administrator
- Economic development through leveraging tourism, opportunity zones and regional partnerships
- Meaningful community impact
- Surfside Beach was recently designated as a tourism friendly Texas certified community, boosting its visibility and ability to attract visitors
- Beach life - Island Time!



Challenges

- Managing growth through the Village's annual budget while investing in infrastructure needs
- Resource constraints
- Natural disaster preparedness and response
- Outdated infrastructure
- Seasonal cycle which drives local business revenue, supports municipal budgets, and sustains long-term development strategies

The Ideal Candidate



MINIMUM QUALIFICATIONS

- A minimum of 10 years of service in a local municipality – preferably management roles and with significant financial management responsibilities.
- Must possess excellent and strong municipal financial, budgeting background.
- Able to attend all City Council meetings and City sponsored events.
- Valid driver's license.
- Must be able to pass a comprehensive background check and able to be bonded.
- Must have a Public Funds Investment Officer certification, or able to obtain within one (1) year of employment.
- Must have Public Information Act and Open Meetings Act training certificate, or able to obtain within six (6) months of employment.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Public Administration, Business Administration, or other related fields is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of general management principles, including municipal finance, budgeting, operations, and human resources.
- Ability to communicate clearly and effectively with staff, citizens, and stakeholders through written, verbal, and public presentations.
- Ability to lead, motivate, develop, and effectively utilize city staff while organizing departments and managing workloads efficiently.
- Strong analytical skills with the ability to assimilate information, draw sound conclusions, and make objective, ethical decisions in the best interest of the City.
- Ability to manage multiple priorities, deadlines, and timelines in a fast-paced environment.
- Ability to identify and respond to community and City Council needs, concerns, and emerging issues.
- Ability to establish and maintain effective working relationships with officials at the local, state, and federal levels, as well as partners in the private sector.

Compensation & Benefits

SALARY RANGE:

The Surfside Beach City Administrator position offers a competitive annual salary range of \$95,000 to \$120,000 annually, commensurate with qualifications and experience.

BENEFITS:

- Retirement through TMRS at 20 years (8% employee / 2:1 match)
- Medical, dental, vision, and life insurance
- Paid vacation, holidays, sick leave
- Take home vehicle
- Next Level Urgent Care

This entity is an Equal Opportunity Employer committed to building a workforce that reflects the diversity of the communities it serves. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, genetic information, or any other protected status under applicable law.



APPLICATION DEADLINE:

5 p.m. | Friday | January 30, 2026

Email Cover Letter and Resume in PDF Format to:

Applysurfsidebeach@clearcareerpro.com

Faxed and mailed submissions will not be considered.

For more information on this position contact:

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Candidate materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include virtual interviews with the most qualified candidates and final interviews with the City and its representatives. Appointment is subject to completion of a thorough background and reference verification.