

CITY ADMINISTRATOR

Jamaica Beach, Texas

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The Community

The City of Jamaica Beach, Texas, is a coastal gem with a population of approximately 1,076 residents, nestled along the Gulf of Mexico on Galveston Island. Incorporated in 1975, the city was originally developed as a weekend getaway and has since evolved into a year-round sanctuary. Covering an area of 0.7 square miles, Jamaica Beach is conveniently situated just a few miles from the city of Galveston, offering a perfect blend of seclusion and accessibility.

Visitors and residents alike are drawn to the city's pristine beaches, the Jamaica Beach City Park, and the West Bay. The area is surrounded by the natural beauty of coastal wetlands, offering opportunities for birdwatching, kayaking, and fishing. The community is also adjacent to the Galveston Island State Park, a 2,000-acre haven for outdoor enthusiasts. The city's unique maritime environment makes it a hotspot for water sports, including boating, jet skiing, and paddleboarding.

Jamaica Beach has a rich maritime history that dates back to the era of pirate Jean Lafitte, who is said to have buried treasure in the area. Visitors and residents alike delve into the rich cultural tapestry of Jamaica Beach by exploring the museum situated within City Hall. The community is also proud of its efforts in coastal conservation, participating in initiatives like beach clean-ups and sea turtle rescues.

Nestled along the coastline, Jamaica Beach isn't just a picturesque retreat; it's a vibrant, family-friendly community deeply committed to fostering a sense of unity and joy among its residents. One of the highlights of the community calendar is the annual Memorial Day event at the local park, a fundraising extravaganza that serves as the financial backbone for a plethora of city-sponsored children's activities throughout the year. Come Halloween, the streets come alive with "Trunk or Treat," a unique twist on the traditional trick-or-treating, where residents adorn their golf carts in spooky finery and distribute candy from their makeshift "trunks." The event also features an array of games and prizes, ensuring a memorable experience for the young ones. As the winter holidays approach, the community gathers for Christmas festivities that include craft activities, a rustic hayride, and heartwarming visits from Santa and Mrs. Claus. Easter is no less special, marked by engaging games, a delightful petting zoo, and a much-anticipated Easter egg hunt. But the community spirit doesn't stop there; Jamaica Beach also hosts annual golf cart parades for Mardi Gras and Christmas, capped off by a dazzling boat parade that lights up the night sky, making every season in Jamaica Beach a time of celebration and togetherness.

Jamaica Beach offers a unique blend of natural beauty, rich history, and community spirit. It's a place where you can relax on sandy beaches, engage in a myriad of outdoor activities, and immerse yourself in the local culture, all while enjoying the tranquil atmosphere of this Texas coastal haven.



Population
1,076



Median Income
\$75,250



Median Home Value
\$448,000

Governance and Organization

The City of Jamaica Beach (www.jamaicabeachtx.gov) operates as a Type A General Law City, governed by a Mayor and a five-member City Council. The City Council is responsible for setting the city's strategic vision, enacting local ordinances, approving the annual budget, and appointing the City Administrator to manage day-to-day operations. The Mayor and five (5) Aldermen are elected at large for two (2) year terms. Elections for the Mayor and two (2) Aldermen occur in odd-numbered years, while the remaining three (3) Aldermen are elected in even-numbered years. This ensures continuity and stability in the city's governance.

The City Administrator oversees the organization's 14 full-time, and 3 part-time employees and manages an annual budget of approximately \$2.4 million. The City of Jamaica Beach has several departments, including Public Works, Building and Development, Municipal Court, Finance, and the Police Department which maintains 23 police reserves. The Jamaica Beach Volunteer Fire Department and Galveston County EMS serve as the primary fire and EMS responders.

In terms of contracted services, the City of Jamaica Beach outsources certain specialized functions such as Garbage Collection, Legal Services, Engineering, and Coastal Management to third-party experts. This approach allows the city to tap into specialized skill sets while maintaining a lean organizational structure.

The governance of Jamaica Beach reflects the community's values of fiscal responsibility, public safety, and environmental stewardship. With its efficient governance model, the City of Jamaica Beach is well-positioned to preserve its natural beauty and unique character while providing high-quality services to its residents.



The Position

Under the guidance of the City Council, the City Administrator of Jamaica Beach serves as the Chief Administrative Officer of the city, ensuring that all operations are in line with the City Council's vision, policies, and community objectives.

The City Administrator is responsible for managing and coordinating a variety of municipal projects, including infrastructure improvements and community development initiatives. The position oversees the city's preparedness for natural disasters and other emergencies, coordinating closely with the Police Department and Volunteer Fire Department. The City Administrator also develops and presents the annual budget to the City Council, monitors expenditures, and ensures compliance with federal, state, and local laws and regulations.

Serving as an advisor to both elected and appointed officials, the City Administrator provides essential background information, data, and recommendations to facilitate informed decision-making. The role involves setting both short-term and long-term organizational goals, focusing on financial sustainability, and maintaining the high quality of life that Jamaica Beach is known for.

The City Administrator is tasked with monitoring the performance of city employees across various departments. The position reviews and updates policies and procedures to enhance customer service and makes recommendations to the City Council to optimize workforce efficiency. Contract administration is also a key responsibility, along with the enforcement of city laws, permits, and franchises.

As the leader of the organization, the City Administrator provides direction and support to all city departments. The role demands exemplary character, the ability to resolve grievances, and the skill to inspire and motivate employees. The City Administrator also plays a crucial role in representing the City of Jamaica Beach to various stakeholders, including residents, developers, business owners, the media, neighboring communities, regional organizations, and state and federal agencies.



Position Priorities

- **Upgrade Aging Infrastructure:** Prioritize the modernization of outdated infrastructure.
- **Foster Teamwork with Governance:** Cultivate a collaborative working relationship with the Mayor and City Council to ensure unified decision-making and effective governance.
- **Long-Range Community Planning:** Assist in the formulation and implementation of comprehensive long-term plans that address the evolving needs and aspirations of the community.
- **Enhance Multi-Channel Communication:** Develop and implement strategies to improve communication flows among the City Council, administrative staff, and citizens.
- **Complete Outstanding City Audits:** Expedite the completion of pending city audits for previous years to ensure financial transparency and compliance with regulatory requirements.
- **Showcase Jamaica Beach's Unique Attributes:** Actively promote the special qualities that make the City of Jamaica Beach a desirable place to live, work, and visit.
- **Citizen-Centric Concern Resolution:** Address citizen concerns with a compassionate and solution-oriented approach, ensuring timely and satisfactory resolutions.
- **Staff Development and Cross-Training:** Implement a mentorship program and cross-training initiatives to enhance the skills and versatility of the city's small but dedicated staff.
- **Encourage Community Engagement:** Foster a culture of active community involvement through town halls, volunteer opportunities, and public forums to discuss city initiatives and concerns.
- **Accountability Standards:** Establish clear performance metrics and accountability standards for all employees to ensure governance effectiveness.
- **Manage Short-Term Rentals Efficiently:** Create and implement an improved system for regulating and monitoring the growing number of short-term rentals, ensuring compliance with city ordinances.



Position Opportunities

- **Boost Operational Transparency:** Enhance the transparency of city operations by regularly publishing updates on projects, financials, and governance decisions, and by making such information easily accessible to the public.
- **Excellent Financial Health:** The city is in an enviable financial position, with resources for community development projects. This strong fiscal standing not only allows for immediate improvements but also ensures long-term sustainability.
- **Comprehensive Professional Development and Team-Building:** A commitment to employee growth, featuring a range of professional development courses, mentorship programs, and team-building activities. Ensuring that employees not only excel in their individual roles but also contribute effectively to team goals.
- **Competitive Compensation Structure Aligned with Performance Metrics:** Development of a competitive compensation plan in alignment with a performance evaluation system.
- **Collaborative Non-Politicized Environment:** Elected officials are committed to a governance model that prioritizes the community's needs over political agendas. This harmonious working relationship among officials ensures that decisions are made efficiently and in the best interest of the city.
- **Proactive Leadership from Newly Elected Mayor:** The Mayor is deeply committed to ushering in positive changes. With a focus on both immediate and long-term improvements, the Mayor's leadership promises a dynamic, forward-thinking approach.

Position Challenges

- Escalating Traffic and Parking Congestion at City Beach
- Surge in Short-Term Rentals Necessitating Enhanced Enforcement
- Limited Staff Size and Inexperience in Positions
- Coordination and Enforcement of Building Plans and Inspections
- Narrow Commercial Tax Base Requiring Expansion
- High Proportion of Part-Time Residents
- Engaged Citizenry with High Expectations for Quality City Services

The Ideal Candidate

MINIMUM QUALIFICATIONS

- Bachelor's Degree (Master's Degree preferred) in public administration, planning, business administration, economics, finance, marketing, or a related field from an accredited college or university.
- Three (3) to five (5) years as City Manager, City Administrator, Assistant City Manager, or other senior operational experience
- Residency in Galveston County required

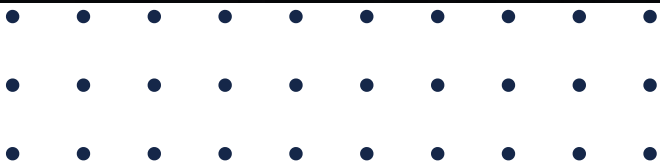
PREFERRED CHARACTERISTICS

- High level of integrity and empathy
- Positive customer service skills
- Approachable with excellent communication skills
- Active community involvement
- Long-range vision of community
- Commitment to staff training and development
- Enthusiasm and personable
- Good listening skills
- Excellent financial and budgeting skills
- Serve as a positive role model and leader
- Excellent people skills
- Experience with short-term rentals (STRs)
- Experience in obtaining and managing grants
- Emergency management experience
- Strong leader of City organization



Compensation and Benefits

The City of Jamaica Beach is offering a salary range of \$120,000 to \$140,000 for this position commensurate with experience and qualifications. The organization also provides a competitive benefits package including medical insurance with dental and vision options. Additional benefits include paid holidays, sick leave, vacation leave and a monthly vehicle allowance.



How To Apply

The position is open until filled.

First review deadline: Friday, November 3, 2023 at 5:00 P.M.

Please e-mail your cover letter and resume in .pdf format to
applyjamaicabeach@clearcareerpro.com

Faxed and mailed submissions will not be considered.

For more information on this position contact:

Kent Myers, Vice President, Clear Career Professionals (830) 998.4101

kent@clearcareerpro.com

The City of Jamaica Beach 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.jamaicabeachtx.gov](https://www.jamaicabeachtx.gov)

Galveston ISD Website

<https://www.gisd.org>

Galveston County Economic Development

<https://www.developgalvestoncounty.com>

Galveston County Website

<https://www.galvestoncountytexas.gov>