



# CITY MANAGER

## City of Navasota, Texas

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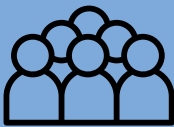
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# LOCAL LIFESTYLE

With a population of 8,000 and growing, Navasota is an ideal location for businesses and families alike. Navasota is located in the heart of the “Texas Triangle” near the Bryan-College Station and Houston metropolitan areas. Navasota takes pride as a clean, relaxing, safe community with a growing suburban area where commercial development and residential communities come to grow and prosper.

In 1822, Francis Holland purchased land located on a bend of the Navasota River in southeastern Grimes County. The site of present-day Navasota was named Hollandale in honor of its original settler. More settlers followed Holland to the area. In 1831, Daniel Arnold, a Georgia planter, applied for and received a land grant along the Navasota River. Soon after, Daniel Tyler received a land grant in the same vicinity. Navasota was built on sections of these two Montgomery County land grants.

The county was divided in 1846, and Navasota became part of Grimes County. Navasota is a growing community of 8.37 square miles, located in southwestern Grimes County, east of the Navasota River. While it is a small town that retains its rural character it provides a high quality of life. Navasota is the perfect distance to many metropolitan areas with convenient access to several means of transportation, making it a key location for economic development. Navasota has a thriving business community, with over 1,500 working at major industries alone. There are many development sites available, local workforce, office, a live community theatre, a large number of city-owned parks for outdoor entertainment, golfing at Pecan Lakes Golf Course, downtown shopping and city hall plaza, live music venues, and a variety of dining options. Navasota is the world headquarters for Heat Transfer Research, Inc. (HTRI) and boasts as having the largest drill stem manufacturer in the world NOV located here. Navasota was awarded the Train Town USA designation by Union Pacific Railroad and is certified by the Texas Department of Agriculture as a GO TEXAN Certified Retirement Community. The Texas legislature designated Navasota as “The Blues Capital of Texas”, as Navasota is where famed blues songster Mance Lipscomb was born and lived. Bronze statues of Lipscomb, along with famous French explorer LaSalle and Texas Ranger Frank Hamer, who was city marshal and led the search and demise of Bonnie and Clyde stand throughout the city.



Population  
8,969



Median Income  
\$48,646



Median Home Value  
\$167,100

# WORKPLACE CULTURE

Incorporated in 1866, the City of Navasota operates under a Home Rule Charter and functions under the Council-Manager form of government. The City Council determines the policies of the local government and enacts local laws necessary for the protection of public health, safety, and welfare. There are five council members who are elected from the city at-large and serve three-year terms. Every year, the City Council elects one of its members to serve as mayor and mayor pro-tem. While the mayor has no veto power, the mayor retains the right to vote on all matters brought before the council. The Council appoints the City Manager, Legal Counsel, Municipal Judge, and City Secretary. The City Manager serves as the Chief Executive and Administrative Officer and is responsible for the day-to-day operations of the city.

The city provides a full range of municipal services to support its residents, businesses, and visitors. These include finance, utility billing, marketing and communications, police, fire, public works, code enforcement, economic development, development services, municipal court, and parks and recreation. The public works department oversees streets, parks and facilities maintenance, fleet services, janitorial, and general aviation airport services. Additionally, public works manages the water, wastewater, and natural gas systems. The City manages a municipal cemetery, several parks and trails, a library, a community center, and a swimming pool.

City services are delivered by 135 budgeted full-time equivalent employees. The city's current General Fund budget expenditures total \$16.06 million, and they have adopted a 2025 tax rate of \$0.5078 per \$100 of valuation. As of September 30, 2024, the unaudited, unassigned fund balance of the General Fund was \$5.5 million, which represents 40% of total General Fund expenditures.

## **Mission:**

To guide Navasota's growth in a way that maintains their heritage, culture, and uniqueness while maximizing their economic and social development.

## **Vision:**

What America Wants to Be - A beautiful, progressive, vibrant, service-oriented, close-knit community filled with historical charm and promise for people and business.

## **Navasota Strategic Plan Priorities**

- Planning and Economic Development - To plan for smart growth while maintaining small town charm.
- Marketing and Communications - To facilitate effective two-way communications with the people who live, work and play in Navasota and offer these residents and visitors quality family leisure opportunities and events.
- Quality of Life - To create, enhance and improve program offerings and recreational facilities.
- Staffing - To develop a staffing plan.
- Human Resources - To develop a plan to attract employees and leaders, train them and ensure retention.
- Facilities and Buildings - To construct, renovate and maintain city facilities based on current and future needs.
- Infrastructure - Budget for continued improvement of existing and new infrastructure, as well as smart planned growth.

# HOW YOU FIT HERE

Under the direction of the City Council, Navasota's City Manager 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, develops and presents the annual budget, monitors expenditures and the City's adherence to federal, state and local laws. It serves as an advisor 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 Navasota'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 Manager 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, regional organizations and state and federal agencies.



# THE CITY MANAGER WE'RE LOOKING FOR

## **Qualifications:**

Bachelor's Degree in Public Administration, Business Administration, or a related field, plus at least five years of progressively responsible experience in public administration, at least three of which involved city management or general government administration; or high school graduation, or its equivalent, plus at least nine years of progressively responsible experience in public administration, at least three years of which involved city management or general government administration; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

## **Preferred Qualifications:**

Master's Degree in Public Administration, Business Administration, or a related field, plus at least five years of experience as an Assistant City Manager, City Manager, or General Government Administrator.

## **Preferred Characteristics:**

- Knowledge of general management principles
- Strong knowledge of budgeting procedures and multi-funded financing operations
- Fiscally responsible
- Ability to bring a pragmatic approach to city operations
- Understanding of personnel policies and procedures
- Clear understanding of state and federal regulations relative to the city's management
- Approachable and cordial
- Sensitivity to the small-town culture
- Commitment to continuous improvement
- Demonstrate proficiency in both oral and written communication (ability to communicate inside and outside of City Hall)
- Ability to gather, compile, analyze, and evaluate data and make sound decisions regarding that data as it applies to providing services
- Capacity to recognize, evaluate and respond adequately to a variety of policy issues faced by the City
- Ability to establish and maintain effective working relationships with officials in local, state and federal agencies
- Capacity to select, develop, organize, motivate, train, supervise, and evaluate staff and a solid understanding of personnel management
- Ability to create representative and inclusive decision making through citizen involvement
- Effectiveness in leading diverse groups
- Motivated leader with servant leadership skills and active in the community
- High level of integrity

## **Certificates and Licenses Required:**

Appropriate Texas driver's license or available alternative means of transportation.

# COMPENSATION AND BENEFITS

The City of Navasota is offering a salary range of \$160,000 to \$208,000 for this position commensurate with experience and qualifications. The organization also provides a competitive benefits package including medical insurance with dental and vision options which are paid at 100% for the employee, as well as term life insurance. Additional benefits include twelve paid holidays, sick leave and vacation leave. The full list of benefits, including the 2024-2025 Benefits Guide, is available at [www.NavasotaTX.gov/Benefits](http://www.NavasotaTX.gov/Benefits). The City of Navasota is also open to contributing towards a negotiated deferred compensation program until they are able to improve their TMRS pension plan (which is outlined as a goal in their Strategic Plan).

The City of Navasota participates in the Texas Municipal Retirement System (TMRS), which pairs a 5% employee contribution with a 2:1 employer match. It is important to note that the City recognizes the need to improve employee benefits and has included the increase of the TMRS Pension from 5% to 7% with a 20-year retirement in their current Strategic Plan.



# HOW TO APPLY

The position is open until filled.

First review deadline is 5:00 p.m. on February 7, 2025.

Please e mail your cover letter and resume in PDF format to:  
[applynavasota@clearcareerpro.com](mailto:applynavasota@clearcareerpro.com)

Faxed and mailed submissions will not be considered.

For more information on this position, please contact:  
Kelly Kuentler, Vice President, Clear Career Professionals  
(575) 496-0939  
[kelly@clearcareerpro.com](mailto:kelly@clearcareerpro.com)

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.

## RESOURCES

[City Website http://navasotatx.gov](http://navasotatx.gov)

[Navasota Grimes County Chamber of Commerce  
http://navasotagrimeschamber.com](http://navasotagrimeschamber.com)

[Navasota Economic Development Council  
https://www.navasotaedc.com](https://www.navasotaedc.com)

[Grimes County https://grimescountytexas.gov](https://grimescountytexas.gov)

[Navasota Independent School District https://navasotaisd.org](https://navasotaisd.org)



***The City of Navasota 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.***