



City of
BUNKER HILL VILLAGE
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City Administrator – City of Bunker Hill Village, Texas

City Overview and Governance

The City of Bunker Hill Village, Texas, is a full-service city with a population of approximately 3,800 residents within 1.5 square miles of Harris County. Bunker Hill Village is one of the premier areas in the Memorial Villages and Greater Houston Area. Bunker Hill Village is an eclectic residential community with approximately 1,250 homes, 2 public elementary schools, 1 private school, 3 churches, a Catholic retreat center, and a members only sports club. The City is currently built out, surrounded by the other Memorial Villages and the City of Houston. However, the City is under redevelopment as older homes are being replaced with (a minimum of) 8,000 sq ft homes. The City infrastructure is being rebuilt accordingly. Over the past 10 years, property values in Bunker Hill Village have increased from \$1.5 billion to \$2.6 billion. The City's 2022 average home value is \$1.9 million per the Harris County Central Appraisal District. The City of Bunker Hill Village has been awarded the highest available bond rating of AAA.

The City is seeking to replace its current City Administrator, who is retiring after ten years of dedicated servant leadership.

Bunker Hill Village is a General Law Type A City incorporated in 1954. The City operates under a mayor-council form of government governed by the Mayor and five City Council Members. The City Administrator is appointed by the City Council to manage the City's daily operations of the City.

The Mayor and City Council Members are committed to the City's Mission Statement:

"The Mayor, City Council, and Staff of Bunker Hill Village are committed to governing with integrity and fiscal responsibility. We are dedicated to creating a sense of community, ensuring the safety and well-being of our citizens, and preserving our unique character and quality of life so that we can pass on a greater and more beautiful city to future generations." (2003)

The City provides public safety services through Interlocal Cooperation Contracts authorized by Government Code 794. The arrangements have allowed the City to provide excellent police and fire services by partnering with the [Memorial Villages Police](#) Department and the [Village Fire Department](#) for Fire and Emergency Medical Services. Each department is governed by separate Public Safety Commissions; however, the City Administrator works closely with these public safety entities.

The City Administrator manages a staff of 8 full-time employees and 1 part-time employee and oversees a general fund operating budget of \$5.4M and an enterprise fund operating budget of \$2.8M for water, wastewater, and solid waste services. In addition, the City has a rehabilitation program for streets, drainage, water, and wastewater facilities and has developed a funding plan of approximately \$30M over the next 10 years. The City will pay off all General Fund Debt in 2031 and is a "pay as you go" rehabilitation program.

The City of Bunker Hill is comprised of the following departments: City Secretary and Administration; Municipal Court; Finance and Budget; Planning and Development; and Public Works.



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Position Overview

The City of Bunker Hill seeks a proactive servant leader with experience working in a full-service municipality. Bunker Hill is located within one of the largest Cities and Counties in the United States. The City Administrator must demonstrate the knowledge and skills required to maintain a sense of community and provide exceptional services.

This position requires strong interpersonal skills with the ability to provide intentional and transparent communication to all city stakeholders.

The ideal candidate will value inter and intrapersonal relationships required to manage the City with high integrity, diplomacy, and self-confidence. The City Administrator must collaborate with the Mayor, City Council, staff, and volunteers to implement the goals and objectives of the City. This position requires a hands-on approach to daily activities while allowing staff to be accountable.

The City Administrator leads the staff in providing services to the community and must possess a strong understanding of contract administration and inter-local agreements. The City currently contracts for certain essential services such as Police, Fire, City Attorney, Tax Assessor Collector, Solid Waste, Plan Review and Inspections, Food Inspections, Wastewater Treatment, the Purchase of Surface Water, Payroll Processing, and Landscaping and Right of Way Maintenance. In addition, the City Administrator will be responsible for managing several Interlocal agreements and the external relationships associated with these agreements. Examples of entities include the City of Houston, Houston Metropolitan Transit Authority, Harris County Emergency Management, Animal Control, Harris County Flood Control District, Center Point Energy, and Spring Branch Independent School District.

Essential Duties

The City Administrator must perform related duties and responsibilities as may be presented by the laws of the State of Texas governing Type A General Law Cities or required by the Mayor and City Council consistent with [City Ordinance Chapter 2 Administration Article III Division 2](#).

The City Administrator is the liaison to the Mayor and City Council (*Council Meetings are on the third Tuesday of every month*), Boards and Commissions, Council Committees, and volunteers (*most meetings occur during normal office hours*). Committees include Public Safety, Drainage, Technology, Beautification, and Finance and Audit, chaired by appointed council members or community leaders. Boards include the Planning and Zoning Commission and the Zoning Board of Adjustment.

The City Administrator serves as an essential leader during emergencies, working in cooperation and coordination with the Memorial Villages Public Safety Departments, the other Memorial Villages, and Harris County for planning, implementation, and recovery through the City's Interlocal Agreement for Emergency Management and Operations. The City Administrator provides support to the Mayor, who serves as the City's Emergency Management Incident Commander and ensures staff commitments as essential personnel.



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The City Administrator coordinates and provides key communications and opportunities to involve residents. The primary means of communication include the V-LINC (email/text) system, the City's website, City Newsletter, and staff communications. Annual events include open house(s), annual parades, volunteer appreciation opportunities, and other community-wide events.

City Priorities

The City is focused on providing exceptional City services and has identified the following priorities:

- Provide strategic and financial planning models for the Mayor and City Council to evaluate and safeguard financial confidence for future budget priorities
- Support the public safety departments and finances needed in providing community collaboration and exceptional police, fire, and emergency medical services, including excellent response times
- Continue Rehabilitation of Infrastructure as outlined in the City's capital improvement plan, including streets, wastewater collection, water distribution, and the planning and construction of new water well at City Hall
- Update the City's Master Drainage Plan and continue drainage mitigation efforts
- Continue supporting the planning and redevelopment of the City, evaluating the City's development and zoning ordinances as needed, and ensuring an effective and efficient development process
- Continue excellent and responsive customer service and communication
- Support the Mayor and City Council, Boards, Commissions, and Committees in pro-actively attending to the desires of the community
- Stay abreast of the State of Texas Legislative Sessions and critical mandates

Education and Experience

A Bachelor's and/or Masters' Degree in public administration, business, or civil engineering from an accredited college or university is strongly preferred. In addition, a minimum of 7-10 years of increasing responsibility in local government management or equivalent, and a minimum of 3 years as a department director, assistant city manager/administrator, or city manager/administrator. Active participation in professional government associations and organizations is desired to show a commitment to professional development. The selected candidate must maintain membership in "good standing" with TCMA, ICMA, and GFOA, if applicable.

Compensation

The City of Bunker Hill Village offers a competitive compensation package commensurate with qualifications and experience. In addition, the City participates in the Texas Municipal Retirement System (TMRS) at a 7% - 2:1 municipal matching ratio; provides a 2% deferred compensation contribution; participates in Social Security; provides for professional development expenses; and offers vacation and sick leave, and excellent health and dental portfolio. The City's full range of benefits can be found [here](#).

The City's office hours are Monday thru Thursday, 7:00 a.m. to 4:30 p.m., and Friday, 7:00 a.m. to 12:00 Noon.



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Residency within the City limits of Bunker Hill Village is not required. However, relocation expenses will be considered.

Recruitment Process

Public Admin Consulting, LLC is assisting in this recruitment. All inquiries regarding this position should be made to Diane K. White at dw@publicadminconsulting.com. In addition, all applicants are required to provide the following via email to dw@publicadminconsulting.com first review is planned for no later than October 21, 2022.:

- Letter of Interest
- Resume
- Five (5) professional references
- [Employment Application](#)

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established.

As a condition of employment, the City of Bunker Hill Village requires a drug test, criminal background check, credit check, and a pre-employment physical exam all at the City's expense to ensure the candidate can perform the essential duties outlined in this job posting and [City Ordinance Chapter 2 Administration Article III Division 2](#).

This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.