



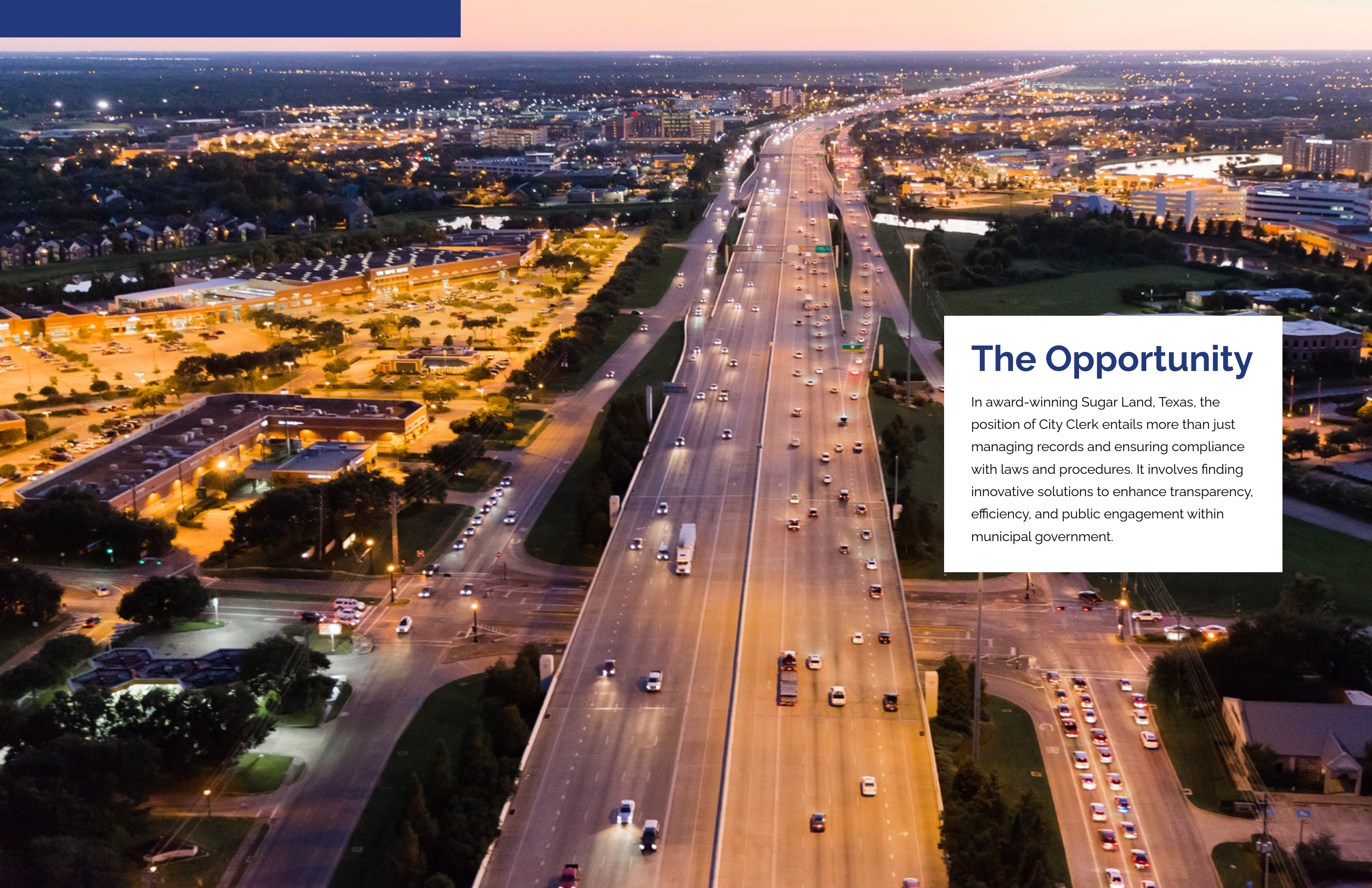
# CITY CLERK

City of Sugar Land, Texas

Recruitment Services Provided By







## The Opportunity

In award-winning Sugar Land, Texas, the position of City Clerk entails more than just managing records and ensuring compliance with laws and procedures. It involves finding innovative solutions to enhance transparency, efficiency, and public engagement within municipal government.



# About Sugar Land

In the heart of Sugar Land, a city pulsating with vibrancy and growth, governance takes on a trail-blazing form. Here, the City of Sugar Land operates under a visionary council-manager framework, spearheading a revolution in municipal leadership. At the helm of this transformative model is the City Manager, alongside an agile Executive Team, orchestrating the synergy of 917 Full-Time Equivalent (FTE) employees and stewarding a monumental \$353 million fiscal year 2024 budget.

But what truly sets Sugar Land apart is its unwavering commitment to innovation and strategic foresight. The recently adopted budget is not merely a financial document; it is a manifesto of intention, meticulously crafted to harmonize with the city's eight strategic outcomes, as envisioned by the esteemed City Council:

- Finance: strong and viable
- Community: safe and secure
- Economy: thriving and vibrant
- Culture: dynamic and fun
- People: welcoming and engaged
- Infrastructure: strong and resilient
- Transportation: connected and convenient
- Government: respected and influential

In Sugar Land, governance isn't just about managing; it's about trailblazing. It's about harnessing the collective energy of a diverse workforce, mobilizing resources with precision, and navigating the complex terrain of urban administration with unparalleled vision. As the city strides confidently into the future, it does so not as a follower but as a pioneer — a trailblazer setting the standard for municipalities far and wide.

# SUGAR LAND BY THE NUMBERS

Estimated Population: 111,026\*

49th Largest City in Texas\*

Form of Government: Council / Manager

Bond Ratings: AAA  
Standard & Poor's & Fitch



## BUDGET



Property Tax Base: ..... **\$20.4 billion**

FY24 Total City Clerk Budget:\*\*\* ..... **\$1.05 million**

2023-2024 Property Tax Rate: ..... **35 cents**

## PEOPLE

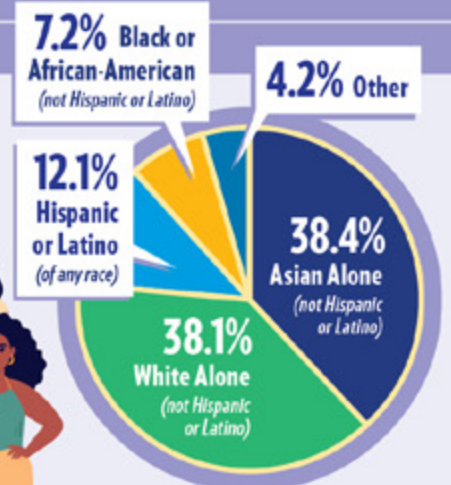
City Employees: 917

Professional Firefighters: 126

Sworn Police Officers: 178



City Breakdown by Race\*



## LAND USE

Land Area in City Limits (Full-Purpose):

**42.86** Square Miles  
or **27,428.21** acres

Land Area in Extraterritorial Jurisdiction (2022):

**12.97** Square Miles  
or **8,299.73** acres

Total Dwelling Units:\*\*

**40,305**

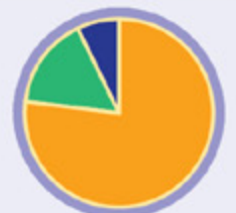
Average Residential Value:\*\*\*  
**\$463,722**

Developmental Land-Use Mix

Residential: **77%**

Commercial: **16%**

Industrial: **7%**



\*Census 2020 Data

\*\*City of Sugar Land 2022 Land Use Inventory

\*\*\*City of Sugar Land Annual Budget & Program of Services (Fiscal Year 2023-2024)



# The Office

Entrusted with the responsibility of preserving the city's official records, the City Clerk's mandate extends far beyond mere compliance with statutes and ordinances—it embodies a commitment to excellence and innovation that sets Sugar Land apart as a beacon of good governance.

With an unwavering dedication to service, the City Clerk provides day-to-day leadership to a dynamic office of 10.5 Full-Time Equivalents (FTEs) and an operating budget of \$308,426, marshaling resources with precision and purpose. But the trailblazing spirit of the City Clerk doesn't stop there. As the vanguard of records management, they navigate the complex terrain of governmental laws and procedures with finesse, ensuring that Sugar Land remains a paragon of transparency and accountability. From upholding the tenets of the Texas Open Meetings and Texas Public Information Laws to safeguarding the integrity of the electoral process as the city's elections officer, the City Clerk's stewardship is indispensable in safeguarding the democratic fabric of the community.

**\$ 308K**  
Operating Budget

**10.5FTE**  
Employees







## The Position

Reporting to the Executive Director/City Attorney, the City Clerk is the official record keeper for the City of Sugar Land and performs those duties prescribed by the laws of the State of Texas and the ordinances of the City of Sugar Land and other such duties as prescribed. Key areas of responsibility include:

- Management of the Office
- Open Meetings, agendas, and minutes
- Elections
- Technology
- Official documents, records management, and public information

By charter, the City Clerk is appointed by the City Manager with the consent of the City Council.



# Challenges and Opportunities

As City Clerk for Sugar Land, you should be prepared to excel addressing these known challenges and opportunities:

- **Public Accessibility:** Ensure public meetings are accessible for everyone; keep technology updated; meet community needs on-line and in-person; and provide convenience to the community.
- **Utilize Technology for Transparency:** Explore innovative software solutions or platforms to enhance the accessibility and transparency of city records and meeting agendas. This could involve developing user-friendly interfaces for the city's website or implementing tools that allow for easier navigation of public information.
- **Enhance Public Engagement:** Introduce creative strategies to increase public participation in city meetings and decision-making processes. This might include leveraging social media channels, hosting virtual town halls or interactive forums, and developing educational resources to empower residents to engage more effectively with local government.
- **Streamline Records Management:** Implement innovative records management practices to improve the organization, preservation, and accessibility of city records. This could involve digitizing historical documents, implementing cloud-based storage solutions, or adopting artificial intelligence tools for efficient data retrieval and archiving.
- **Promote Continuous Improvement:** Foster a culture of continuous improvement within the City Clerk's Office by encouraging staff to propose innovative ideas for enhancing departmental processes and services. Implement mechanisms for collecting feedback from stakeholders and evaluating the effectiveness of initiatives to drive ongoing innovation.





# Challenges and Opportunities

- **Collaborate with Community Partners:** Forge partnerships with local organizations, educational institutions, and technology providers to explore collaborative opportunities for advancing transparency, public engagement, and records management practices. This could involve joint research projects, training workshops, or shared resource initiatives aimed at maximizing impact and efficiency.
- **Proactively Address Legal Compliance:** Stay abreast of emerging legal requirements and best practices related to open government laws, records management, and election administration. Proactively identify opportunities to enhance compliance processes and develop innovative approaches for ensuring adherence to regulatory standards.
- **Empower Staff Development:** Invest in professional development opportunities for staff members to enhance their skills in areas such as records management, public information compliance, and technology integration. Encourage cross-training and knowledge sharing to foster a dynamic and adaptable workforce capable of driving innovation within the Office.

By embracing innovation and creativity in these areas, the City Clerk can effectively fulfill their duties while advancing the city's commitment to transparency, efficiency, and public service excellence.







# Ideal Candidate

The ideal candidate for the position of City Clerk will embody a unique blend of traits and experiences, each essential for steering this vital Office toward continued success and innovation. The qualities and qualifications sought are:

- **Visionary Leadership:** A forward-thinking leader capable of articulating a compelling vision for the Office's future, while inspiring and motivating staff to achieve ambitious goals.
- **Strategic Planning:** Proficiency in developing and implementing strategic plans that align with the city's overall objectives, ensuring that Office initiatives contribute to the well-being and vibrancy of the organization.
- **Collaborative Spirit:** Adept at building strong partnerships and fostering collaboration with internal stakeholders, other city departments, community organizations, and relevant agencies to maximize resources and enhance organizational effectiveness.
- **Financial Acumen:** Experience in budget management and resource allocation, with the ability to optimize financial resources to support departmental goals and initiatives.
- **Strong Communication Skills:** Effective communication skills, both verbal and written, to engage with diverse audiences, present ideas persuasively, and cultivate positive relationships with stakeholders, including elected officials, community leaders, and the public.

Overall, the ideal candidate will possess a combination of leadership, strategic thinking, collaboration, innovation, and a genuine commitment to serving the community, ensuring that the City Clerk's Office continues to thrive and evolve under their guidance.



# Qualifications

The preferred way to obtain the minimum knowledge, skills, and abilities to perform the essential duties and responsibilities of this position are listed below. The City reserves the right to allow substitutions if a candidate or incumbent exceeds requirements in one area but may be deficient in another.

**Education:** Bachelor's degree in public administration, business administration or a related field from an accredited college or university; a Master's degree preferred.

**Experience:** Seven years of progressively responsible executive administration experience, including at least five years of supervisory responsibility, in a public sector environment.

**Certifications:** The successful candidate is required to hold a Texas Municipal Clerk's Certification or obtain within three years of employment/placement in position. A Notary Public certification or ability to obtain within six months of employment is also required.







## Salary and Benefits

The anticipated starting salary for the City Clerk is between **\$115,000 and \$140,000**, depending on qualifications. Sugar Land also offers great benefits and perks available on your first day of employment, including: City-subsidized health benefits; life and disability insurance; a variety of voluntary benefits; 6 weeks of paid parental leave for new/growing families; a robust pension plan with TMRS to set you up for a fulfilling retirement; flexible schedules and work from home opportunities; a down-to-earth casual environment and dress code; and a positive team-oriented culture stemming from a long-term commitment to innovation and inclusion. You can even bring your dog and/or cat to work if they have a solid understanding of office decorum.



# Application & Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé no later than **Monday, May 20, 2024**, at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

References will not be contacted until mutual interest has been established.

## CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Greg Nelson | [greg@mosaicpublic.com](mailto:greg@mosaicpublic.com) | (916) 550-4100

Bryan Noblett | [bryan@mosaicpublic.com](mailto:bryan@mosaicpublic.com) | (916) 550-4100

*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.*

*The City of Sugar Land is an Equal Opportunity Employer.*

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