

THE CITY OF SUGAR LAND, TX
INVITES YOUR INTEREST IN THE POSITION OF
DIRECTOR OF BUDGET

THE OPPORTUNITY

Calling all visionaries! The City of Sugar Land is an award-winning beacon of excellence on the hunt for a trailblazing Director to spearhead the Budget Department into unprecedented realms of efficiency and innovation.

THE ORGANIZATION

Located 20 miles southwest of downtown Houston, Sugar Land is a full-service municipality providing police and fire protection, water/wastewater utilities, solid waste collection, curbside recycling, a regional airport, parks and recreation, public works, planning/zoning, and other services.

In the vibrant landscape of Sugar Land, governance thrives under the Council-Manager model, epitomizing a dynamic synergy between leadership and community. The City has a robust team of 917 Full-Time Equivalents (FTEs) spanning over 20 departments and offices. Stewarding a \$353 million fiscal year 2024 budget, the City prides itself on delivering an extensive array of municipal services with unparalleled efficiency and dedication.

The recently adopted budget isn't merely a financial blueprint; it's a bold declaration of purpose, intricately woven to align with the City's visionary strategic outcomes, meticulously crafted by the esteemed City Council, which include:

- 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

Bolstered by a AAA bond rating, a testament to unwavering financial resilience, and prudent budgeting practices, Sugar Land maintains one of the lowest property tax rates in the state, underscoring its commitment to fiscal responsibility and economic vitality. Yet, beyond fiscal prowess lies a deeper ethos—one rooted in people-first principles and a relentless pursuit of a life better than you can imagine. Sugar Land fosters a community where employees, residents, businesses, and visitors can find belonging, happiness, and fulfillment.

Neighborhoods are bastions of safety and educational excellence, where diverse cultures converge to enrich the collective tapestry. Thriving businesses, both large and small, dot the landscape, invigorating the economy and enriching



the communal spirit. Perhaps most importantly, Sugar Land distinguishes itself through its people—the dedicated employees, who embody the very essence of public service. They are not merely workers; they are stewards of a greater calling and the backbone of the City's success. The City invests in them, celebrates their contributions, and empowers them to realize their fullest potential, knowing that their passion and dedication are the driving forces behind everything they do.

To learn more about the City's Vision, Mission and Priorities, including its Trailblazing Story, Strategic Outcomes, Organization Priorities and All-In Initiatives, visit: <https://www.sugarlandtx.gov/2419/Vision-Mission-and-Priorities>.

THE DEPARTMENT

In the heart of the City's operational excellence lies a visionary alliance between fiscal responsibility and strategic vision, orchestrated by the Budget Department. This intentional fusion ensures that the budgetary processes remain attuned to the overarching vision, fostering year-round dedication to alignment and engagement throughout the organization.

At the helm of this critical endeavor is the Director of Budget, a key steward reporting to the City Manager through an Assistant City Manager. Charged with upholding the City's financial integrity and fortitude, the Director orchestrates the convergence of resources with the City's intentional planning efforts.

Within this dynamic framework, the Director oversees a multifaceted operation of six (6) FTEs and a departmental budget of \$1.12M, encompassing both budgetary oversight and strategic financial planning for the entire organization. Guiding a unified team, the Director fosters a culture of mentorship, innovation, and shared responsibility, empowering department directors to realize their visions while advancing the City's collective goals.

The City recognizes that true progress emerges from the seamless integration of vision and action. Thus, the Director of Budget will be supported and empowered to impact the City's future through fiscal stewardship and strategic foresight, propelling the city to new heights of prosperity and resilience.

THE POSITION

The Director of Budget is charged with advocating for the advancement of the City's commitment to conservative financial stewardship, the integrity and well-being of the City's budget, and the alignment of resources with intentional city-wide strategic planning efforts.

Through stewardship of the Budget Department, the Director is responsible for providing the organization with the development and leadership of the annual budget and five-year CIP, long-range financial forecasts and planning, and organizational performance measurement efforts.

The Director will be well-versed in and avid about collaboration, as all efforts will require working closely with departments across the City – most notably working with the Engineering Department, which provides expertise and regulatory guidance for all planning, design, and construction of the CIP, as well as the Department of Data & Innovation, which provides the expertise on data creation and analytics, and the Department of Strategic & Government Affairs, which provides the expertise on aligning the organization's actions with the long-term vision for the city.

The Director of Budget will lead a unified team by reinforcing a culture of mentoring, problem-solving, innovation, and sharing responsibility for budget and business strategy leadership across the organization. This includes assisting department directors in achieving their departmental visions and working alongside the Department of Strategic & Government Affairs to achieve the City's vision through strategic budgeting, purposeful planning, and performance management through outcome-based budgeting.

Additional duties and responsibilities of the Director of Budget include, but are not limited to:

- Lead the compilation of the annual budget, inclusive of all funds, forecasts, and five-year CIP in accordance with the City's FMPS and strategic plan.
- Assist the Department of Strategic & Government Affairs and city management, departments, and the City Council with the development of long-term goals, objectives, strategies, and actions, including the development of the annual strategic work plan to ensure it is in alignment with the City's vision, mission, goals, and budget.
- Advocate for budgetary and strategic decisions that support the maintenance of the City's AAA bond rating and the ability to offer residents and businesses with one of the lowest tax rates in the state of Texas among cities its size.
- Lead the City's participation in the Government Finance Officers Association (GFOA) Distinguished Budget Program – ensuring the City's budget meets the highest principles of government budgeting and the GFOA's criteria as an effective policy document, a financial plan, an operations guide, and a communication device.



- Advocate for the performance management program and assist department directors, the Executive Team, and the City Council with the development of goal measures and performance measures.
- Mentor and develop staff to ensure they work effectively on elements of the annual budget and CIP, as they pertain to the assigned departments, so those departments recognize the Budget Department staff as valuable sources of advice and assistance on critical policy issues affecting the organization and their departments.
- Participate in the city-wide continuous improvement, process improvement, and performance management efforts – both as Director of the Budget Department, but also as a city-wide advocate for all things budget and strategy.
- Establish and maintain a working environment conducive to positive morale, innovation, quality, creativity, and teamwork. Provide development opportunities, mentoring, and succession planning to attract and retain qualified employees.
- Contribute to team efforts by performing other duties and responsibilities as assigned by the Assistant City Manager, an Executive Team member, the City Manager, or their designee.

Additional information, including a detailed job description and benefits information, is available on the City's Department of People & Culture (Human Resources) webpage:

<https://www.sugarlandtx.gov/108/People-Culture>.

THE IDEAL CANDIDATE

The City of Sugar Land is in search of a dynamic individual eager to join their dynamic team, where innovation thrives, and imagination knows no bounds. An aspiring leader who brings a wealth of expertise in modern finance and budgeting practices, combined with a relentless drive for excellence and a commitment to public service is needed.

The ideal candidate will be skilled in finance and budget processes, management, reporting requirements, investment strategies, and forecasting, with experience modeling multi-year budgetary impacts of changing programs, processes, and policies.

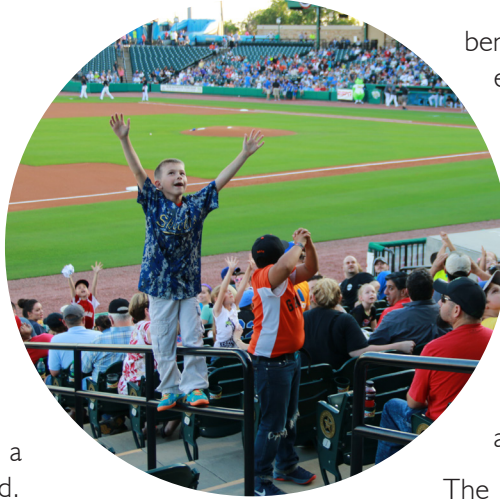
An approachable leader with strong administrative skills who can manage and lead staff in a fast-paced, customer-centric environment is needed. The selected candidate will have exceptional communication and interpersonal skills and the ability to exhibit sound judgment and negotiate priorities with multiple stakeholders. Effective time management and resource utilization, along with the ability to make well-balanced, independent judgments, is essential.

Requirements include a Bachelor's degree in Finance, Accounting, Public Administration, or a related field, and at least seven (7) years of progressive experience in city management or municipal finance managing large and complex budgets in a sophisticated and collaborative environment, including at least four (4) years of experience in budget management. A Master's degree and Government Finance Officers Association (GFOA) certifications are a plus.

Knowledge of cutting-edge ERP systems, proficiency in performance management, and a passion for leveraging technology and data to drive innovation are crucial. Must have a valid Texas Driver's License or obtain one within three (3) months of hire. If needed, the City is willing to work with candidates on an extended transition to allow time to complete the budget season at current employment.

THE COMPENSATION

The successful candidate will receive a highly competitive salary with an excellent executive benefits package that considers the candidate's qualifications and track record of career success. Sugar Land also offers great



benefits and perks available on the first day of employment, including: City-subsidized health benefits; life and disability insurance; a variety of voluntary benefits; six (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.

The City of Sugar Land has a long-term commitment to innovation and inclusion with a bright future where talent meets opportunity, excellence is the norm, and possibilities are altogether redefined.

TO APPLY

If interested in this excellent opportunity, visit www.srnsearch.com to apply online. The position is open until filled; the first review of resumes will begin on June 10, 2024. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate consent. Final interviews will be held with the City's Leadership Team. Candidates will be advised of recruitment status following the selection of the Director of Budget. Sugar Land is an Equal Opportunity Employer. Pursuant to Texas Open Records laws, applications and resumes are subject to public disclosure. **Questions regarding this recruitment may be directed to:**

Ms. Renée Narloch, President
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