



THE CITY OF MISSOURI CITY, TEXAS

DIRECTOR OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT

EXECUTIVE RECRUITMENT



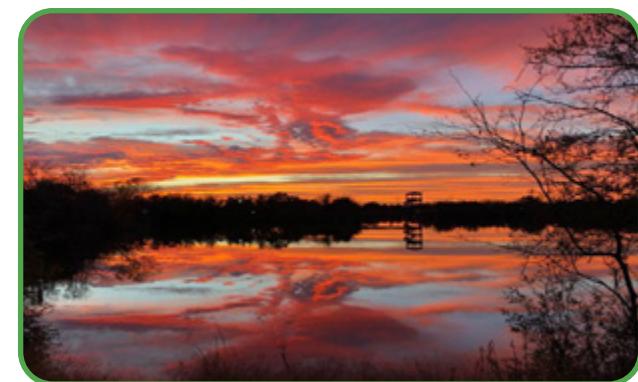
THE COMMUNITY

Missouri City, Texas, is a diverse, growing, and well-established community located approximately 20 miles southwest of downtown Houston.

Primarily situated in Fort Bend County, with a small portion in Harris County, the City benefits from convenient access to major transportation corridors, including U.S. 90A, State Highway 6, Beltway 8 (Sam Houston Tollway), and the Fort Bend Toll Road. This strategic location places residents within easy reach of Houston's employment centers, cultural amenities, professional sports, and both major international airports, while maintaining the character and livability of a suburban community.

With a population of approximately 90,000 residents, the City of Missouri City reflects the diversity of the greater Houston metropolitan area and is widely recognized for its inclusive and welcoming environment. A Rice University study identified Missouri City as one of the most diverse cities in the region, contributing to a strong sense of community identity and civic engagement. The City has also been recognized nationally as one of the Safest Cities in America by Congressional Quarterly and as one of the Best Places to Live in America by CNN/Money magazine.

Since its incorporation in 1956, the City of Missouri City has experienced steady, well-managed growth supported by strong development standards and thoughtful planning. The City has earned the designation of a Scenic City from Scenic Texas in recognition of its commitment to high-quality development, landscaping, and community aesthetics. Ongoing



residential, commercial, and industrial growth has strengthened the local economy while preserving the City's quality of life and community character.

The City of Missouri City offers extensive recreational and lifestyle amenities. The City maintains more than 20 parks totaling over 500 acres, along with miles of walking and biking trails. Community amenities include a modern Recreation and Tennis Center, the Quail Valley Golf Course, and City Centre with two 18-hole golf courses, and the Edible Arbor Trail, a unique walking and biking experience featuring fruit- and nut-bearing trees. These amenities support an active lifestyle and foster strong community connections.

Educational and healthcare access further enhance the City of Missouri City's appeal. The City is served primarily by the Fort Bend Independent School District, with additional options through Houston ISD and private schools. Higher education institutions and community colleges are located nearby, and residents benefit from proximity to the Texas Medical Center and several major hospitals and healthcare networks in Fort Bend County and the Houston region.



The City of Missouri City offers a high standard of living, strong civic leadership, and a forward-looking community culture. It is a city that values safety, diversity, engagement, and collaboration, making it an ideal environment for a Human Resources and Organizational Development Director seeking to lead in a progressive, community-focused organization.

THE ORGANIZATION

The Department of Human Resources and Organizational Development serves as a central strategic and operational function for the City of Missouri City, supporting the City's workforce, leadership, and organizational effectiveness. The Department develops, implements, and administers human resources programs, policies, and systems that support a professional, equitable, and high-performing municipal organization.

The Department comprises six employees and provides citywide services across the full spectrum of human capital management, including recruitment and selection, classification and compensation, civil service administration, employee and labor relations, training and leadership development, benefits administration, retirement coordination, risk management, and human resources operations. Through these functions, the Department ensures compliance with applicable laws and regulations and supports departments in meeting their operational and service-delivery needs.

Human Resources and Organizational Development plays a key role in aligning workforce strategies with the City's strategic plan, organizational values, and City Council priorities. The Department works closely with executive leadership, department directors, and the Finance Department to ensure effective

position control, classification management, compensation planning, and integration with the City's budget and financial systems.

The Department provides administrative and operational support for the City's civil service system for police and fire personnel, ensuring compliance with applicable state law, Civil Service Commission rules, and meet-and-confer agreements. This includes oversight of civil service examinations and promotional processes, as well as ongoing coordination with the Civil Service Commission.

In addition to its operational responsibilities, the Department emphasizes organizational development, workforce sustainability, and continuous improvement. This includes supporting employee engagement initiatives, leadership development, succession planning, and performance management, as well as leveraging workforce data and analytics to inform decision-making and long-term planning.

The Department of Human Resources and Organizational Development serves as a trusted advisor and service partner to City leadership and departments, balancing compliance, risk management, and operational efficiency while maintaining a strong focus on organizational culture, employee experience, and service excellence.



THE POSITION

The City of Missouri City seeks a Director of Human Resources and Organizational Development to provide strategic leadership for the City's human capital programs, workforce development, and organizational culture. This role is key to supporting a high-performing, accountable, and service-oriented municipal organization.

Reporting to the City Manager or their designee, the Director is a member of the City's Leadership Team and provides citywide leadership across all human resources and organizational development functions. The Director is responsible for aligning human resources strategies, policies, and programs with the City's vision, strategic plan, and City Council priorities.

The Director oversees core human resources functions, including recruitment and selection, classification and compensation, civil service administration, training and leadership development, employee and labor relations, benefits administration, retirement coordination,

risk management, and human resources operations and systems. The Director ensures these functions are delivered effectively, equitably, and in compliance with applicable laws and regulations.

The Director represents the City before the Civil Service Commission and ensures compliance with applicable Texas law, Civil Service Commission rules, and meet-and-confer agreements for police and fire personnel. The Director also advises executive leadership and department directors on civil service matters, labor relations, and workforce policy issues.

The Director plays a central role in organizational development and workforce sustainability, including employee engagement, retention, succession planning, performance management, and workforce forecasting. The Director serves as a trusted advisor to City leadership on employee relations, organizational effectiveness, and the use of workforce data and analytics to inform decision-making.



MINIMUM QUALIFICATIONS AND THE IDEAL CANDIDATE

The City of Missouri City seeks an experienced human resources professional with strong leadership skills, sound judgment, and a demonstrated ability to operate effectively in a complex municipal environment. Candidates should bring both a strategic perspective and practical experience in delivering core human resources services.

Minimum qualifications include a bachelor's degree from an accredited college or university, with major coursework in public administration, business administration, human resources, organizational development, or a related field. A master's degree is preferred. Professional human resources certifications, such as SHRM-CP, SHRM-SCP, PHR, or SPHR, are preferred.

Candidates must have at least eight years of progressively responsible professional experience in human resources, including at least four years in a supervisory or management role. Experience in a local government or public-sector setting is strongly preferred. A valid Texas driver's license is required.

The ideal candidate will be a collaborative, service-oriented leader who values consistency, fairness, and accountability, and who can effectively navigate complex and sensitive issues while remaining empathetic and

people-centered. This individual will build trust with employees, department leadership, and executive management, and will skillfully manage employee relations, labor issues, and organizational change with professionalism, sound judgment, and compassion.

The City seeks a Director with expertise in modern human resources best practices and a strong understanding of the strategic role of organizational development in supporting effective service delivery. The ideal candidate will bring demonstrated experience in policy development, classification and compensation, benefits administration, and workforce planning within a municipal or comparable public-sector environment. A significant portion of this role includes oversight of civil service functions; therefore, experience with Texas Local Government Code Chapter 143 and public safety human resources is highly desirable.

Strong communication skills, sound judgment, and the ability to handle sensitive and complex issues with discretion and professionalism are essential. The ideal candidate will be forward-thinking and data-driven, using analytics and evidence-based insights to inform decisions, drive continuous improvement, uphold ethical leadership, and advance excellence in public service.



COMPENSATION AND BENEFITS

The City of Missouri City offers a competitive compensation and benefits package to attract experienced human resources and organizational development professionals. The starting salary for the Director of Human Resources and Organizational Development is expected to be +/- \$150,000 annually, DOQ.

The City offers a comprehensive health benefits program that includes medical, dental, and vision insurance for employees and eligible dependents, with multiple plan options. For employees enrolled in the Health Savings Account medical plan, the City makes an annual employer contribution to the HSA, up to \$2,700, providing direct financial support for qualified healthcare expenses. Flexible Spending Accounts are also available to help cover pre-tax healthcare and dependent care costs.

The City provides life insurance and accidental death and dismemberment coverage at no cost to employees, with optional supplemental life insurance available. Retirement benefits are provided through participation in the Texas Municipal Retirement System, which offers a defined-benefit pension plan with 2:1 employer matching contributions. A 457 deferred compensation plan is also available to support



additional retirement savings and long-term financial planning.

The City offers paid vacation and sick leave with accruals that increase with years of service, along with recognized paid holidays. The City of Missouri City supports ongoing professional development and executive leadership training. Relocation assistance may be available to the selected candidate.



TO APPLY

- This position is open until filled, with the first review of resumes at 5:00 p.m. CT on Monday, February 16, 2026.
- To apply for this amazing opportunity, submit your cover letter and resume to missouricityHR@65thnorth.com.
- Direct all inquiries to 65th North Group, Dave Ross, at dross@65thnorth.com or 480-386-5344.



SELECTION PROCESS

After the first review of resumes deadline, 65th North Group will conduct a comprehensive evaluation of all submitted materials. Candidates whose backgrounds most closely align with the City's needs may be invited to participate in the next phase of the process.

Anticipated Timeline

- ◆ February 16, 2026, 5:00 p.m. CT – First review of resumes
- ◆ Early March 2026 – Preliminary screening and virtual interviews
- ◆ Late March 2026 – Finalist interviews, with a flexible start date as soon as possible thereafter

