



**THE CITY OF
MISSOURI CITY, TEXAS**

DIRECTOR OF COMMUNICATIONS

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 Club, 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 Director of Communications seeking to lead in a progressive, community-focused organization.

THE ORGANIZATION

The Communications Department educates and engages residents and stakeholders about City services and programs, manages the City's brand through innovative marketing and promotion campaigns, and ensures the timely and transparent delivery of information through resident communication tools, media outlets, community portals, and other partnerships.

The department's mission proactively positions the team to align its functions with City Council and senior management directives, enabling the City of Missouri City to continuously enhance its strategic presence in the region, state, nation, and world.

Areas of responsibility include:

- Community Relations
- MCTV-16
- Public Information
- Websites
- Citizen Communications
- Social Networking and Marketing
- Special Projects

The work of the communications team strengthens information sharing and collaborations between the City and constituencies on key issues such as budget, public safety, capital improvement projects, economic development, planning and zoning, parks programs, public input meetings, and other important matters.



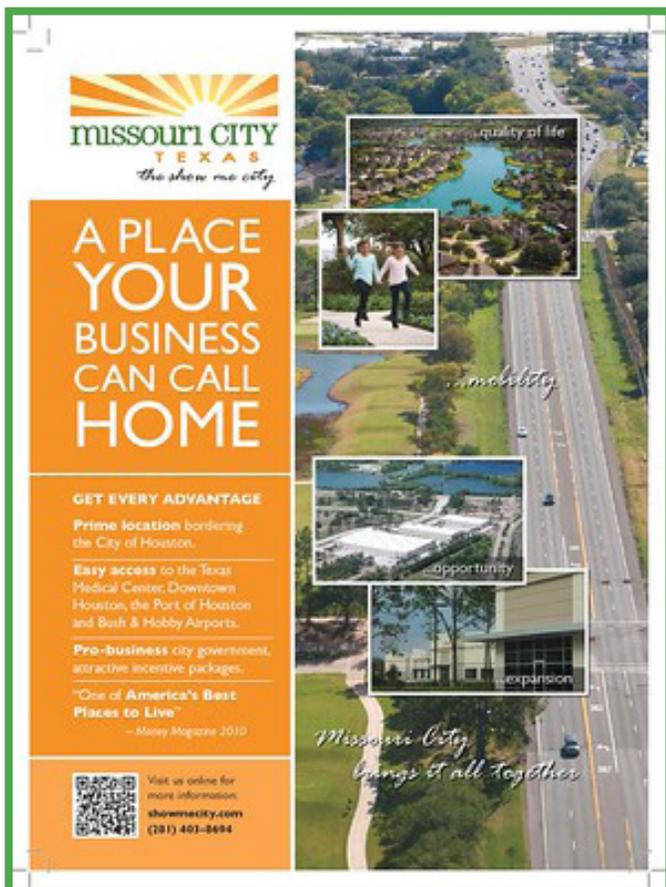
THE POSITION

Reporting to the City Manager or designee, the Director of Communications leads a team of eight (8) staff members and oversees a departmental budget of approximately \$1.3 million. The Director provides strategic direction and day-to-day leadership for the City's communications and public information functions, ensuring clear, consistent, and effective communication with residents, businesses, partners, and other stakeholders.

A key part of this role is leading modern, multi-platform communications that meet the expectations of today's residents and stakeholders. The Director will oversee content strategy and planning, manage editorial calendars, and guide communications across the City's



website, social media channels, video, and other digital and traditional platforms.



The Director will ensure that communications are accessible, consistent in brand and tone, and coordinated across channels so residents receive timely and accurate information regardless of where they engage with the City.

Community relations is a core component of the City of Missouri City's communications strategy. The Director of Communications plays a key role in fostering transparency and meaningful dialogue between the City and its diverse community.

The Director will develop and implement a comprehensive community relations plan that supports inclusive engagement, encourages participation in City programs and public processes, and strengthens the City's reputation as an accessible, responsive, and community-focused organization.

MINIMUM QUALIFICATIONS AND THE IDEAL CANDIDATE

The City of Missouri City seeks an accomplished communications professional with strong leadership skills, sound judgment, and a proven ability to operate effectively in a complex municipal environment. Minimum qualifications include a bachelor's degree from an accredited college or university with major coursework in communications, public relations, journalism, marketing, public administration, or a closely related field. A master's degree is preferred. Candidates must have at least seven (7) years of progressively responsible professional experience in communications, media relations, journalism, or related work, including managing complex communications initiatives that require cross-departmental coordination and maintain high standards of accuracy and responsiveness. Experience in a municipal or governmental setting is strongly preferred, particularly in environments that require frequent coordination with public safety, emergency management, and executive leadership.

The ideal candidate will be a confident, collaborative leader who serves as a trusted advisor to the City Manager's Office and departmental leadership while building strong



working relationships across the organization. This individual will bring demonstrated strength in media relations and reputation management, including the ability to cultivate constructive relationships with local and regional media while protecting the City's interests and advancing public trust. The City values a Director who can translate complex issues into clear public communication, lead with professionalism in high-visibility, time-sensitive situations, and proactively tell the City's story to strengthen community confidence and support meaningful public engagement.



COMPENSATION AND BENEFITS

The City of Missouri City offers a competitive compensation and benefits package to attract experienced communication professionals. The starting salary for the Director of Communications 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 Friday, March 6, 2026.
- To apply for this amazing opportunity, submit your cover letter and resume to missouricitycommunications@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

- ◆ March 6, 2026, 5:00 p.m. CT – First review of resumes
- ◆ Mid-March 2026 – Preliminary screening and virtual interviews
- ◆ Early April 2026 – Finalist interviews, with a flexible start date as soon as possible thereafter

