



# City of Montgomery City Council Workshop Meeting Agenda

August 11, 2025 at 6:00 PM  
Montgomery City Hall – Council Chambers  
101 Old Plantersville Rd. Montgomery, TX 77316

**NOTICE IS HEREBY GIVEN** that a Workshop Meeting of the City Council will be held on **Monday, August 11, 2025 at 6:00 PM** at the City of Montgomery City Hall, 101 Old Plantersville Road, Montgomery, Texas.

Members of the public may view the meeting live on the City's website under Agenda/Minutes and then select **Live Stream Page (located at the top of the page)**. The Meeting Agenda Pack will be posted online at [www.montgomerytexas.gov](http://www.montgomerytexas.gov). The meeting will be recorded and uploaded to the City's website.

## **OPENING AGENDA**

1. Call Meeting to Order.
2. Pledges of Allegiance.

## **PUBLIC FORUM**

The City Council will receive comments from the public on any matters within the jurisdiction of the City of Montgomery, Texas. Speakers will be limited to three (3) minutes each. Persons wishing to participate (speak) during the Public Forum portion of the meeting must sign-in to participate prior to the meeting being called to order. Please note that the City Council's discussion, if any, or subjects for which public notice has not been given, are limited to statements of specific factual responses and recitation of existing policy.

## **WORKSHOP AGENDA**

All Workshop items on the agenda are for discussion only, no action will be taken.

- [3.](#) Review and Discussion on the Proposed FY2026 Tax Rate.
- [4.](#) Review and Discussion on the Proposed FY2026 Annual Budget.
- [5.](#) Discussion and update review of Evergreen Solutions Compensation Study.

## **COUNCIL INQUIRY**

Pursuant to Texas Government Code Sect. 551.042, the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to the recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place on the agenda of a future meeting.

## **CLOSING AGENDA**

6. Adjourn.

The City Council for the City of Montgomery reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed below, as authorized by the Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberation Regarding Prospective Gifts), 551.074 (Personnel Matters), 551.076

(Deliberations regarding Security Devices), and 551.087 (Deliberation regarding Economic Development Negotiations).

I, Ruby Beaven, certify that this notice of a public meeting was posted on the website and bulletin board at City Hall of the City of Montgomery, Texas, a place convenient and readily accessible to the general public at all times. This notice was posted at said locations on the following date and time: **August 05, 2025 by 8:00 PM** and remained so posted continuously for at least three business days preceding the scheduled time of said meeting.

/s/ Ruby Beaven

City Secretary

This public notice was removed from the official posting board at the Montgomery City Hall on the following:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

By: \_\_\_\_\_  
City Secretary's Office  
City of Montgomery, Texas

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*This facility is wheelchair accessible and accessible parking spaces are available. Please contact the City Secretary's office at 936-597-6434 for further information or for special accommodation.*

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Montgomery City Council-Workshop  
**AGENDA REPORT**

<b>Meeting Date:</b> August 11, 2025	<b>Budgeted Amount:</b> N/A
<b>Department:</b> Administration	<b>Prepared By:</b> Maryann Carl

**Subject**

Discussion regarding Tax Rate for FY2026.

**Recommendation**

N/A

**Discussion**

We received our tax rate calculation from the Tax Assessor Collector, Tammy McRae on July 30<sup>th</sup>. The Taxable Value (After Freeze) increased by 14.88% and our parcel count increased by 19.26%. The calculated No New Revenue Rate is \$0.3663/\$100 and the Voter-Approval Rate is \$0.4537/\$100.

Since FY20, council has maintained a tax rate of \$0.4000/\$100. As such, staff used this rate to calculate the proposed revenue for the FY26 Budget.

**Approved By**

Ruby Beaven

City Secretary

Date: 8/5/25

### Notice About 2025 Tax Rates

Property tax rates in City of Montgomery.

This notice concerns the 2025 property tax rates for City of Montgomery. This notice provides information about two tax rates used in adopting the current tax year's tax rate. The no-new-revenue tax rate would impose the same amount of taxes as last year if you compare properties taxed in both years. In most cases, the voter-approval tax rate is the highest tax rate a taxing unit can adopt without holding an election. In each case, these rates are calculated by dividing the total amount of taxes by the current taxable value with adjustments as required by state law. The rates are given per \$100 of property value.

<b>This year's no-new-revenue tax rate</b>	\$0.3663/\$100
<b>This year's voter-approval tax rate</b>	\$0.4537/\$100

To see the full calculations, please visit 400 N. SAN JACINTO  
CONROE, TEXAS 77301

tammy.mcrae@mctx.org for a copy of the Tax Rate Calculation Worksheet.

#### Unencumbered Fund Balance

The following estimated balances will be left in the taxing unit's accounts at the end of the fiscal year. These balances are not encumbered by corresponding debt obligation.

Type of Fund	Balance
Debt Service	18,077
General Fund	2,942,789
Water & Sewer Fund	1,984,767

#### Current Year Debt Service

The following amounts are for long-term debts that are secured by property taxes. These amounts will be paid from upcoming property tax revenues *(or additional sales tax revenues, if applicable)*.

Description of Debt	Principal or Contract Payment to be Paid from Property Taxes	Interest to be Paid from Property Taxes	Other Amounts to be Paid	Total Payment
GO Refunding Bonds, Series 2021	75,400	31,349	400	107,149
Tax Notes, Series 2022 Certificates of Obligation, Series 2024	225,000 42,900	42,625 56,453	400 400	268,025 99,753

Total required for 2025 debt service	\$474,927
- Amount (if any) paid from funds listed in unencumbered funds	\$0
- Amount (if any) paid from other resources	\$0
- Excess collections last year	\$9,503
= Total to be paid from taxes in 2025	\$465,424
+ Amount added in anticipation that the unit will collect only 100.00% of its taxes in 2025	\$0
= Total debt levy	\$465,424

This notice contains a summary of actual no-new-revenue and voter-approval calculations as certified by Tammy McRae, Tax Assessor-Collector on 07/29/2025 .

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

Comparison of 2024 Values to 2025 Certified Values

Market Value

2024 Adjusted Certified	2025 Certified	% Increase/Decrease
765,122,699	852,403,623	11.41%

Taxable Value (After Freeze)

2024 Adjusted Certified	2025 Certified	% Increase/Decrease
545,586,870	626,755,037	14.88%



Parcel Comparison

2024 Adjusted Certified	2025 Certified	% Increase/Decrease
1,942	2,316	19.26%

\*\*2024 Values as of Supp # 25



MONTGOMERY CENTRAL APPRAISAL DISTRICT  
SHERRY C. HUNTER, RPA, CCA  
CHIEF APPRAISER



109 GLADSTELL ST., CONROE, TX 77301  
P.O. BOX 2233, CONROE, TX 77305  
936-756-3354 | [WWW.MCAD-TX.ORG](http://WWW.MCAD-TX.ORG)

STATE OF TEXAS

§

§

PROPERTY TAX CODE, SECTION 26.01(a-1)

COUNTY OF MONTGOMERY

§

**CERTIFICATION OF 2025 APPRAISAL ROLL (\$100k HS & \$10k OVR65) FOR**  
***City of Montgomery***

I, Sherry Hunter, Chief Appraiser for the Montgomery Central Appraisal District, solemnly swear that the attached is a recap of the Appraisal Roll of the Montgomery Central Appraisal District and constitutes the **CERTIFIED** values in accordance with Texas Property Tax Code Section 26.01(a-1) for **City of Montgomery**.

The attached also includes, listed separately, the amount of new value as a result of new improvements, newly approved exemptions, newly approved special valuations (agriculture and timber), and, if applicable, any newly annexed property taxable by **City of Montgomery**.

Also included are properties, if any, which are taxable by **City of Montgomery** but which remain under protest. Data includes information related to the appraised market value, productivity value (if applicable), and taxable value as contained in Texas Property Tax Code 26.01(c). This data contains the current values, the value of those properties still under protest at previous year's values, and a reasonable estimate of the market value, taxable value that may be assigned at the conclusion of the protest.

The Chief Appraiser is unaware of any properties that are not included in either the Certified Roll or the Withheld Roll and therefore have not been approved by the Montgomery County Appraisal Review Board and certified by the Chief Appraiser.

Date: July 23, 2025  
Sherry Hunter, Chief Appraiser  
Montgomery Central Appraisal District



MONTGOMERY CENTRAL APPRAISAL DISTRICT  
SHERRY C. HUNTER, RPA, CCA  
CHIEF APPRAISER



109 GLADSTELL ST., CONROE, TX 77301  
P.O. BOX 2233, CONROE, TX 77305  
936-756-3354 | [WWW.MCAD-TX.ORG](http://WWW.MCAD-TX.ORG)

**Summary of Values as of 2025 Certified (\$100k HS & \$10k OVR65)  
City of Montgomery**

	Market Value	Net Taxable	Net Taxable after Freeze
<b>Certified Values</b>	\$831,115,050	\$608,115,942	\$608,115,942
<b>Under Review at Current Value</b>	\$25,045,380	\$21,928,347	\$21,928,347
<b>Under Review at Previous Years Value</b>	\$24,042,536	\$20,915,218	\$20,915,218
<b>Reasonable Estimate of Under Reviews</b>	\$21,288,573	\$18,639,095	\$18,639,095

**Previous Year's Value lost due to appeals under Chapter 42  
Texas Property Tax Code 26.012(a)(13)**

	Net Taxable	Net Taxable after Freeze
<b>Previous Year Original Cert. Value (ETR Line 5A)</b>	\$45,586,751	\$45,586,751
<b>Previous Year Adjusted Value (ETR Line 5b)</b>	\$43,145,727	\$43,145,727
<b>Previous Year Value Loss (ETR Line 5C)</b>	\$-2,441,024	\$-2,441,024

**Previous Year's Taxable Value Not in Dispute for Property Subject to an Appeal under Chapter 42  
Texas Property Tax Code 26.012(13)(a)(iii)**

	Taxable Value
<b>Previous Year Original Certified Value (Deduct from ETR Line 1)</b>	\$20,075,945
<b>Previous Year Original Certified Value (ETR Line 6A)</b>	\$20,075,945
<b>Previous Year Value in Dispute (ETR Line 6B)</b>	\$306,770
<b>Previous Year Value NOT in Dispute (ETR Line 6C)</b>	\$19,769,175

**Average Home Value(s)**

Average Market Value	Average Assessed Value
\$399,319	\$381,738

*Sherry Hunter*

Date: July 23, 2025  
Sherry Hunter, Chief Appraiser  
Montgomery Central Appraisal District

	NOT UNDER REVIEW	UNDER REVIEW	TOTAL
REAL PROPERTY & MFT HOMES	(Count) (1,846)	(Count) (75)	(Count) (1,921)
Land HS Value	90,232,331	4,389,239	94,621,570
Land NHS Value	165,521,241	2,808,817	168,330,058
Land Ag Market Value	18,899,467	0	18,899,467
Land Timber Market Value	0	0	0
Total Land Value	<b>274,653,039</b>	<b>7,198,056</b>	<b>281,851,095</b>
Improvement HS Value	268,057,505	13,881,139	281,938,644
Improvement NHS Value	240,226,289	1,230,931	241,457,220
Total Improvement	<b>508,283,794</b>	<b>15,112,070</b>	<b>523,395,864</b>
Market Value	<b>782,936,833</b>	<b>22,310,126</b>	<b>805,246,959</b>
BUSINESS PERSONAL PROPERTY	(374)	(21)	(395)
Market Value	<b>48,178,217</b>	<b>2,735,254</b>	<b>50,913,471</b>
OIL & GAS / MINERALS	(0)	(0)	(0)
Market Value	<b>0</b>	<b>0</b>	<b>0</b>
OTHER (Intangibles)	(0)	(0)	(0)
Market Value	<b>0</b>	<b>0</b>	<b>0</b>
	(Total Count) (2,220)	(Total Count) (96)	(Total Count) (2,316)
<b>TOTAL MARKET</b>	<b>831,115,050</b>	<b>25,045,380</b>	<b>856,160,430</b>
Ag Productivity	108,432	0	108,432
Ag Loss (-)	18,791,035	0	18,791,035
Timber Productivity	0	0	0
Timber Loss (-)	0	0	0
APPRAISED VALUE	812,324,015	25,045,380	837,369,395
	96.9%	3.1%	100.0%
HS CAP Limitation Value (-)	11,112,585	412,571	11,525,156
CB CAP Limitation Value (-)	4,544,846	266,329	4,811,175
NET APPRAISED VALUE	796,666,584	24,366,480	821,033,064
Total Exemption Amount	188,550,642	2,438,133	190,988,775
<b>NET TAXABLE</b>	<b>608,115,942</b>	<b>21,928,347</b>	<b>630,044,289</b>
TAX LIMIT/FREEZE ADJUSTMENT	0	0	0
<b>LIMIT ADJ TAXABLE (I&amp;S)</b>	<b>608,115,942</b>	<b>21,928,347</b>	<b>630,044,289</b>
CHAPTER 312 ADJUSTMENT	0	0	0
CHAPTER 313 ADJUSTMENT	0	0	0
<b>LIMIT ADJ TAXABLE (M&amp;O)</b>	<b>608,115,942</b>	<b>21,928,347</b>	<b>630,044,289</b>

APPROX TOTAL LEVY = NET TAXABLE \* (TAX RATE / 100)

\$2,520,177.16 = 630,044,289 \* (0.400000 / 100)



2025 Certified Totals  
CMO

**City of Montgomery**  
**Exemptions**

MONTGOMERY CAD  
As of Roll # 0

EXEMPTIONS		NOT UNDER REVIEW		UNDER REVIEW		TOTAL	
Exemption	Total	Count		Total	Count	Total	Count
Homestead Exemptions							
HS-Local	43,821,949	620		2,083,350	24	45,905,299	644
HS-State	0	0		0	0	0	0
HS-Prorated	373,519	7		0	0	373,519	7
OV65-Local	9,492,901	202		350,000	7	9,842,901	209
OV65-State	0	0		0	0	0	0
OV65-Prorated	0	0		0	0	0	0
DP-Local	985,571	16		0	0	985,571	16
DP-State	0	0		0	0	0	0
DP-Prorated	0	0		0	0	0	0
DVHS	11,324,265	23		0	0	11,324,265	23
DVHS-Prorated	561,429	4		0	0	561,429	4
DVHSS	556,890	2		0	0	556,890	2
DVHSS-Prorated	0	0		0	0	0	0
Subtotal for Homestead Exemptions	67,116,524	874		2,433,350	31	69,549,874	905
Disabled Veterans Exemptions							
DV1	30,000	6		0	0	30,000	6
DV2	34,500	4		0	0	34,500	4
DV3	42,000	5		0	0	42,000	5
DV4	120,000	20		0	0	120,000	20
Subtotal for Disabled Veterans Exemptions	226,500	35		0	0	226,500	35
Special Exemptions							
HT	352,594	3		0	0	352,594	3
LVE	1,718,851	17		0	0	1,718,851	17
Subtotal for Special Exemptions	2,071,445	20		0	0	2,071,445	20
Absolute Exemptions							
EX	114,811,099	86		0	0	114,811,099	86
EX-Prorated	0	2		0	0	0	2
EX-Prorated-PRORATED	3,026,083	2		0	0	3,026,083	2
EX-XV	1,225,256	1		0	0	1,225,256	1
EX-XV-PRORATED	0	0		0	0	0	0
EX366	73,735	74		4,783	3	78,518	77
Subtotal for Absolute Exemptions	119,136,173	165		4,783	3	119,140,956	168
Total:	188,550,642	1,094		2,438,133	34	190,988,775	1,128

2025 Certified Totals  
CMO

**City of Montgomery**  
**No-New-Revenue Tax Rate Assumption**

MONTGOMERY CAD  
As of Roll # 0

**New Value**

Total New Market Value: \$39,571,518

Total New Taxable Value: \$36,802,732

**JETI**

**Chapter 313**

New Market Value: \$0

New Market Value: \$0

New Taxable Value: \$0

New Taxable Value: \$0

**Exemption Loss**

**New Absolute Exemptions**

Exemption	Description	Count	Last Year Market Value
EX	Total Exemption	4	5,503,148
Absolute Exemption Value Loss:		4	5,503,148

**New Partial Exemptions**

Exemption	Description	Count	Partial Exemption Amt
DP	Disability	1	70,000
DV1	Disabled Veterans 10% - 29%	1	5,000
DV2	Disabled Veterans 30% - 49%	1	7,500
DV3	Disabled Veterans 50% - 69%	2	22,000
DV4	Disabled Veterans 70% - 100%	4	36,000
DVHS	Disabled Veteran Homestead	3	1,125,354
HS	Homestead	54	4,309,646
LVE	Leased Vehicles	17	1,718,851
OV65	Over 65	12	596,284
Partial Exemption Value Loss:		95	7,890,635
Total NEW Exemption Value			13,393,783

**Increased Exemptions**

Exemption	Description	Count	Increased Exemption Amt
Increased Exemption Value Loss:		0	0
Total Exemption Value Loss:			13,393,783

**Average Homestead Value**

Category	Count of HS	Average Market	Average Exemption	Average Taxable
A Only	626	393,926	90,545	287,103
A & E	636	399,319	91,127	290,611

**Property Under Review - Lower Value Used**

Count	Market Value	Lower Market Value	Estimated Lower Taxable Value
96	25,045,380	23,175,578	20,379,734

2025 Certified Totals  
CMO

**City of Montgomery**  
**State Category Breakdown**

MONTGOMERY CAD  
As of Roll # 0

Not Under Review

Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A	Single-family Residential	889		20,011,916	313,370,021	236,960,618
B	Multifamily Residential	6		0	50,825,347	50,825,347
C1	Vacant Lots and Tracts	560		68,013	83,309,288	78,870,461
D1	Qualified Open-Space Land	20	916.77	0	18,899,467	108,432
D2	Farm or Ranch Improvements on Qualified	3		0	115,227	115,227
E	Rural Land,Not Qualified for Open-Space Land	34		0	15,688,538	13,502,255
F1	Commercial Real Property	120		18,166,987	180,618,164	174,281,349
F2	Industrial Real Property	1		0	2,074,623	2,074,623
J2	Gas Distribution Systems	3		0	204,570	204,570
J3	Electric Companies (including Co-ops)	1		0	3,532,240	3,532,240
J4	Telephone Companies (including Co-ops)	2		0	264,750	264,750
J6	Pipelines	25		0	518,120	518,120
J7	Cable Companies	2		0	406,270	406,270
L1	Commercial Personal Property	246		0	39,742,516	38,026,752
L2	Industrial and Manufacturing Personal Property	1		0	7,740	7,740
M1	Mobile Homes	32		99,449	983,074	659,064
O	Residential Inventory	135		857,480	7,798,455	7,758,124
XB	Income Producing Tangible Personal	74		0	76,822	0
XV	Other Totally Exempt Properties (including	86		299,673	112,679,818	0
<b>Totals:</b>			916.77	39,503,518	831,115,050	608,115,942

2025 Certified Totals  
CMO

**City of Montgomery**  
**State Category Breakdown**

MONTGOMERY CAD  
As of Roll # 0

Under Review

Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A	Single-family Residential	42		68,000	14,749,963	12,145,388
C1	Vacant Lots and Tracts	14		0	1,409,370	1,291,032
D2	Farm or Ranch Improvements on Qualified	1		0	0	0
E	Rural Land,Not Qualified for Open-Space Land	6		0	2,643,529	2,254,192
F1	Commercial Real Property	4		0	2,155,894	2,155,894
L1	Commercial Personal Property	18		0	2,730,471	2,730,471
O	Residential Inventory	9		0	1,351,370	1,351,370
XB	Income Producing Tangible Personal	3		0	4,783	0
<b>Totals:</b>			0	68,000	25,045,380	21,928,347

2025 Certified Totals  
CMO

**City of Montgomery**  
**State Category Breakdown**

MONTGOMERY CAD  
As of Roll # 0

**Grand Totals**

Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A	Single-family Residential	931		20,079,916	328,119,984	249,106,006
B	Multifamily Residential	6		0	50,825,347	50,825,347
C1	Vacant Lots and Tracts	574		68,013	84,718,658	80,161,493
D1	Qualified Open-Space Land	20	916.77	0	18,899,467	108,432
D2	Farm or Ranch Improvements on Qualified	4		0	115,227	115,227
E	Rural Land,Not Qualified for Open-Space Land	40		0	18,332,067	15,756,447
F1	Commercial Real Property	124		18,166,987	182,774,058	176,437,243
F2	Industrial Real Property	1		0	2,074,623	2,074,623
J2	Gas Distribution Systems	3		0	204,570	204,570
J3	Electric Companies (including Co-ops)	1		0	3,532,240	3,532,240
J4	Telephone Companies (including Co-ops)	2		0	264,750	264,750
J6	Pipelines	25		0	518,120	518,120
J7	Cable Companies	2		0	406,270	406,270
L1	Commercial Personal Property	264		0	42,472,987	40,757,223
L2	Industrial and Manufacturing Personal Property	1		0	7,740	7,740
M1	Mobile Homes	32		99,449	983,074	659,064
O	Residential Inventory	144		857,480	9,149,825	9,109,494
XB	Income Producing Tangible Personal	77		0	81,605	0
XV	Other Totally Exempt Properties (including	86		299,673	112,679,818	0
<b>Totals:</b>			916.77	39,571,518	856,160,430	630,044,289

Montgomery City Council-Workshop  
**AGENDA REPORT**

<b>Meeting Date:</b> August 11, 2025	<b>Budgeted Amount:</b> N/A
<b>Department:</b> Administration	<b>Prepared By:</b> Maryann Carl

**Subject**

Discussion regarding Proposed Budget for FY2026.

**Recommendation**

N/A

**Discussion**

Since the last workshop, we have made updates to insurance and payroll line items. Items that changed since the last workshop are highlighted in green.

Staff used the Tax Rate of \$0.4000/\$100 in this proposed budget.

Based on the feedback from Council during the last workshop, the adjustments in pay presented in the Hybrid model from Evergreen have been incorporated. In addition, a 3% COLA and a merit pool of 5% funded at 75% has also been included.

Lastly, retirement contributions in this budget reflect the increase from 7% to 8%.

**Approved By**

Ruby Beaven	City Secretary	Date: 8/5/25
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City of Montgomery - Department Summary for FUND 100  
 FY25-26 Budget - PROPOSED  
 August 11, 2025

Item 4.

FUND SUMMARY	2022-2023	2023-2024	2024-2025	2024-2025	2025-2026	Percent Change
	Total Activity	Total Activity	Total Budget	YTD Activity AS OF 3/31/25	PROPOSED	FY25/FY26
<b>Fund: 100 -General Fund</b>						
<b>00 - Revenue</b>	5,971,676	7,132,787	6,956,152	5,076,337	8,159,615	17%
<b>10 - Administration</b>	1,517,310	2,007,780	2,555,810	889,990	3,115,659	22%
<b>11 - Police</b>	1,922,048	2,383,118	2,707,372	1,284,075	2,645,728	-2%
<b>12 - Public Works</b>	1,037,133	929,681	1,184,540	406,845	1,611,903	36%
<b>13 - Court</b>	291,442	300,329	337,043	150,031	374,842	11%
<b>Total Revenues</b>	5,971,676	7,132,787	6,956,152	5,076,337	8,159,615	17%
<b>Total Expenses</b>	4,767,933	5,620,908	6,784,765	2,730,941	7,748,132	14%
<b>Fund: 100 - General Fund Surplus (Deficit):</b>	1,203,743	1,511,879	171,387	2,345,396	411,483	

## City of Montgomery - General Fund 100

Item 4.

## FY26 - PROPOSED Budget

General Fund - Fund 100		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
REVENUE					As of April 30			
1	Ad Valorem Taxes - Current	1,310,008	1,418,342	1,548,638	1,589,984	1,960,289	27%	
2	Ad Valorem Taxes - Delinquent	-	10,791	5,000	9,886	5,000	0%	
3	Penalty & Interest - Current	9,745	11,701	10,000	1,605	10,000	0%	
4	Penalty & Interest - Delinquent	-	3,329	3,000	2,155	3,000	0%	
5	Rendition Penalty	-	662	100	1,223	100	0%	
6	Right of Way Use Fees	6,070	6,440	6,000	3,620	6,000	0%	
7	Franchise Tax	92,735	181,418	95,000	4,211	95,000	0%	
8	Sales Tax	2,457,098	2,850,407	2,830,000	1,785,567	3,220,000	14%	
9	Sales Tax ILO AdVal Tax	1,228,543	1,425,203	1,415,000	892,784	1,610,000	14%	
10	Mixed Beverage Tax	26,286	26,393	27,000	21,239	27,000	0%	
11	Vendor/Beverage Permits	2,395	2,085	2,500	1,325	2,500	0%	
12	Building Permits/MEP	331,972	461,526	485,000	275,440	606,250	25%	
13	Lease Funds - PD	1,070	3,051	1,050	3,036	1,050	0%	
14	Fines	285,560	219,765	216,260	120,472	216,260	0%	
15	Wrecker Service Fees	-	-	250	520	250	0%	
16	Sign Fees	3,300	3,350	3,000	200	3,000	0%	
17	Plats, Zoning, Misc.	2,720	12,499	6,000	3,136	6,000	0%	
18	Culverts	1,950	127	1,000	891	1,000	0%	
19	Credit Card Fees	-	4,492	2,000	5,080	5,000	150%	
20	Community Building Rental	15,225	12,875	10,000	6,175	10,000	0%	
21	Interest Income	1,454	10,169	2,000	66,429	65,000	3150%	
22	Interest Income - Inv	106,082	147,990	80,000	65,414	80,000	0%	



**City of Montgomery - General Fund 100**  
**FY26 - PROPOSED Budget**

Item 4.

General Fund - Fund 100		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
<b>REVENUE</b>					<b>As of April 30</b>			
23	Transfers In - Capital Projects	25,134	-	-		-		
24	Transfers In - MEDC	55,000	275,000	187,354	93,677	206,916	10%	
25	Unanticipated Income	6,097	45,171	20,000	122,269	20,000	0%	
	<b>TOTAL</b>	<b>5,968,444</b>	<b>7,132,787</b>	<b>6,956,152</b>	<b>5,076,337</b>	<b>8,159,615</b>	<b>17%</b>	

**City of Montgomery - Administration 100-10**  
**FY26 - PROPOSED Budget**

Item 4.

General Fund 100		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
Administration - Dept 10					As of April 30			
1	Wages	481,950	567,990	664,620	275,640	739,550	11%	
2	Overtime	1,390	220	700	8,880	5,000	614%	
3	Payroll Taxes	35,690	38,710	53,120	22,440	61,404	16%	
4	Health Insurance	54,670	68,120	91,260	30,380	109,355	20%	
5	Unemployment Insurance	60	790	790	820	475	-40%	
6	Workers Comp	2,910	2,010	1,810	450	2,010	11%	
7	Retirement Expense	50,880	55,900	71,830	23,030	91,520	27%	
8	Employee Assistance Program	900	720	720	510	-	-100%	
9	Legal Fees	82,860	156,710	100,000	105,770	300,000	200%	
10	Audit Fees	30,750	31,400	36,000	21,550	36,000	0%	
11	Copier/Fax Machine	670	1,560	11,000	6,350	12,250	11%	
12	Right to use Principal	10,110	10,520	-	-	-		
13	Right to use Interest	330	350	-	-	-		
14	Leases - Parks and Recreation - Adams Park	7,880	4,340	-	870	-		
15	Telephone	6,190	7,680	8,250	3,290	8,250	0%	
16	Advertising/Promotion	-	960	2,000	-	2,000	0%	
17	Legal Notices & Publications	8,230	14,210	12,000	1,740	12,000	0%	
18	Recording Fees	70	2,000	3,000	-	3,000	0%	
19	Codification	1,900	2,750	5,000	1,350	5,000	0%	
20	Records Mgt/Retention	4,870	2,110	1,500	600	39,700	2547%	

**City of Montgomery - Administration 100-10**  
**FY26 - PROPOSED Budget**

Item 4.

General Fund 100		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
<b>Administration - Dept 10</b>					<b>As of April 30</b>			
21	Records Requests FOIA Program	5,210	6,240	6,300	6,550	7,000	11%	
22	General Consultant Fees	58,300	172,920	235,000	100,800	94,625	-60%	
23	Records Shredding	740	630	1,000	-	2,000	100%	
24	Inspections/Permits	227,720	260,130	364,000	160,470	444,000	22%	
25	Tax Assessor Fees	13,660	17,680	20,000	11,440	22,600	13%	
26	Election	25,070	-	60,000	-	40,000	-33%	
27	Support Staff	-	460	-	17,130	-		
28	Computer Technology	35,300	56,710	51,750	40,480	103,850	101%	
29	Audio Visual					8,000		
30	Software Upgrades	7,110	9,490	30,000	18,250	30,000	0%	
31	Medical Exams & Testing	-	1,300	2,000	230	2,000	0%	
32	Operating Supplies	-	2,250	2,500	1,450	2,500	0%	
33	Printing & Office supplies	6,750	3,210	4,500	2,730	4,500	0%	
34	Postage	1,880	1,870	3,500	690	3,500	0%	
35	Travel & Training	7,540	9,890	20,000	4,480	20,000	0%	
36	Travel & Training - Council	3,770	1,780	2,500	720	2,500	0%	
37	Community Relations	1,020	1,290	5,000	5,670	6,500	30%	
38	Dues & Subscriptions	3,040	4,720	4,000	2,520	4,000	0%	
39	Insurance - Liability	6,700	1,860	1,950	1,570	3,170	63%	
40	Insurance - Property	5,810	2,580	2,710	1,450	3,400	25%	
41	Insurance - Bond	260	430	500	-	500	0%	

**City of Montgomery - Administration 100-10**  
**FY26 - PROPOSED Budget**

Item 4.

General Fund 100		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
<b>Administration - Dept 10</b>					<b>As of April 30</b>			
42	Employee Appreciation	7,820	4,100	5,000	1,270	6,000	20%	
43	Misc Expenses - Other	8,460	780	1,000	570	1,000	0%	
44	CC Merchant Fees	-	19,970	18,000	7,620	18,000	0%	
45	380 Sales Tax Rebate	165,740	175,880	490,000	-	710,000	45%	
46	380 Ad Valorem Tax Rebate	143,100	281,880	160,000	-	120,000	-25%	
47	CO - Furniture	-	680	1,000	230	1,000	0%	
48	CO - Computer Equipment	-	-	-	-	27,500		
	<b>TOTAL</b>	<b>1,517,310</b>	<b>2,007,780</b>	<b>2,555,810</b>	<b>889,990</b>	<b>3,115,659</b>	<b>22%</b>	

**City of Montgomery - Police 100-11**  
**FY26 - PROPOSED Budget**

Item 4.

General Fund 100		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
<b>Police - Dept 11</b>					<b>As of April 30</b>			
1	Wages	1,127,306	1,273,664	1,407,127	634,613	1,541,361	10%	
2	Overtime	49,670	48,393	60,000	41,348	60,000	0%	
3	Payroll Taxes	87,033	93,370	113,461	53,674	123,790	9%	
4	Health Insurance	117,385	181,871	221,356	111,230	231,559	5%	
5	Unemployment Insurance	177	2,114	2,106	2,076	1,200	-43%	
6	Workers Comp	40,099	52,630	47,666	20,004	46,533	-2%	
7	Retirement Expense	123,095	130,160	158,549	76,123	196,769	24%	
8	Employee Assistance Program	900	2,250	2,250	2,314	-	-100%	
9	Auto Repairs	40,337	52,720	35,000	21,529	-	-100%	CCPD
10	Equipment repairs	4,702	1,294	5,000		5,000	0%	
11	Copier/Fax Machine	355	473	6,000	3,020	6,000	0%	
12	Right to use Principal	5,384	5,402	-		-		
13	Right to use Interest	177	178	-		-		
14	Telephone	8,788	11,691	12,720	4,762	12,720	0%	
15	Records Mgt/Retention	-	-	500		500	0%	
16	Mobil Data Terminal	9,250	10,123	14,000	3,146	20,000	43%	
17	Computer Technology	39,153	40,064	51,500	28,922	51,500	0%	
18	Code Enforcement	-	2,500	2,500	2,500	-	-100%	CCPD
19	Medical Exams & Testing	-	2,435	2,000	295	2,000	0%	
20	Radio Fees	4,665	3,060	6,500	1,616	-	-100%	CCPD
21	Operating Supplies	7,760	4,698	6,000	4,950	8,000	33%	

**City of Montgomery - Police 100-11**  
**FY26 - PROPOSED Budget**

Item 4.

General Fund 100		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
<b>Police - Dept 11</b>					<b>As of April 30</b>			
22	Printing & Office supplies	4,266	3,426	4,000	775	4,000	0%	
23	Postage	612	170	500	20	500	0%	
24	Uniforms & Safety Equip	9,726	10,152	10,000	5,693	-	-100%	CCPD
25	Protective Gear	5,221	8,373	10,000		-	-100%	CCPD
26	Emergency Equipment	17,569	22,506	16,500	11,426	-	-100%	CCPD
27	Tools	260	34	500		-	-100%	CCPD
28	Fuel	42,930	64,862	65,000	26,537	65,000	0%	
29	Radios	18,346	2,021	15,000	20,755	10,000	-33%	
30	Travel & Training	21,395	32,296	25,000	16,722	-	-100%	CCPD
31	Community Relations	12,725	14,406	6,500	7,070	14,500	123%	
32	Dues & Subscriptions	2,338	2,013	2,500	976	-	-100%	CCPD
33	Insurance - Liability	21,611	25,355	27,954	23,451	47,390	70%	
34	Insurance - Property	7,237	10,006	11,032	7,534	13,906	26%	
35	Employee Appreciation	-	-	3,000	432	3,000	0%	
36	Misc Expenses - Other	-	315	-		-		
37	CO - Furniture	1,845	475	2,000		2,000	0%	
38	CO - Police Cars	-	120,101	93,351	49,374	100,000	7%	
39	CO - Emergency Lights, Decals	7,895	2,915	20,000	11,718	15,000	-25%	
40	CO - Computers Equipment	19,862	7,833	27,000	11,370	12,000	-56%	
41	CO - Radar	7,177	2,435	8,000		8,000	0%	
42	CO - Ballistic Vests & Shields	12,449	2,433	8,500	2,354	8,500	0%	

**City of Montgomery - Police 100-11**  
**FY26 - PROPOSED Budget**

Item 4.

General Fund 100		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
<b>Police - Dept 11</b>					<b>As of April 30</b>			
43	CO - Patrol Weapons	13,325	40,155	26,000	25,163	20,000	-23%	
44	CO - Traffic Equipment	-	25,000	25,000	25,000	-	-100%	CCPD
45	CO - Investigate & Testing Equipm	12,748	13,208	12,000	10,377	-	-100%	CCPD
46	CO - Heavey Equipment Upkeep	8,890	23,982	11,800	(5,097)	-	-100%	CCPD
47	CO - Vehicle Replacement - CPF 2	-	-	15,000		15,000	0%	
48	CO - Public Safety Technology	7,382	29,558	107,000	19,697	-	-100%	CCPD
49	CO - Miscellaneous	-	-	-	604	-		
<b>TOTAL</b>		<b>1,922,048</b>	<b>2,383,118</b>	<b>2,707,372</b>	<b>1,284,075</b>	<b>2,645,728</b>	<b>-2%</b>	

*CCPD = Items moved to Fund 880*

**City of Montgomery - Public Works 100-12**  
**FY26 - PROPOSED Budget**

Item 4.

General Fund 100		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
<b>Public Works - Dept 12</b>					<b>As of April 30</b>			
1	Wages	162,078	164,828	225,161	90,413	279,716	24%	
2	Overtime	3,955	4,313	5,500	2,978	5,500	0%	
3	Payroll Taxes	13,574	12,285	17,832	7,611	22,044	24%	
4	Health Insurance	25,116	26,111	41,792	16,462	45,067	8%	
5	Unemployment Insurance	63	593	878	564	500	-43%	
6	Workers Comp	8,327	5,005	6,713	2,659	8,338	24%	
7	Retirement Expense	16,322	14,221	21,909	9,240	29,443	34%	
8	Employee Assistance Program	900	375	375	450	-	-100%	
9	Engineering	142,225	243,255	110,000	32,199	233,000	112%	
10	Auto Repairs	8,617	5,859	6,000	4,741	6,000	0%	
11	Bldg Repairs-City Hall	8,796	12,908	26,000	3,548	18,000	-31%	
12	Bldg Repairs - Comm Center	14,684	12,329	5,000	1,064	5,000	0%	
13	Bldg Repairs - 213 Prairie	25,134	19,824	-		-		
14	City Hall Cleaning	12,444	12,410	13,000	5,760	13,000	0%	
15	General Park Maint					100,000		
16	Park Maint - Memory Pk	19,109	16,744	10,000	347	-	-100%	
17	Park Maint - Fernland	51,979	12,711	10,000	14,990	-	-100%	
18	Park Maint - Cedar Brake Park	10,867	7,916	10,000	4,380	-	-100%	
19	Park Maint - Homecoming Park	6,625	3,148	10,000	23	-	-100%	
20	Mowing	113,271	131,505	140,000	40,165	140,000	0%	
21	Downtown Repairs	618	1,684	2,000	208	2,000	0%	



**City of Montgomery - Public Works 100-12**  
**FY26 - PROPOSED Budget**

Item 4.

General Fund 100		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
<b>Public Works - Dept 12</b>					<b>As of April 30</b>			
22	Vehicles & Equipment - Maint	2,768	4,610	3,500	1,772	4,000	14%	
23	Equipment repairs	4,798	24,686	4,000	3,269	4,000	0%	
24	Streets - Contract Labor	157,811	10,350	250,000	69,000	250,000	0%	
25	Mosquito Spraying	4,684	7,257	6,500	1,575	6,500	0%	
26	Right to use Principal	1,780	-	-		-		
27	Right to use Interest	59	-	-		-		
28	Telephone	7,852	8,031	9,000	4,199	9,000	0%	
29	Utilities - Street Lights	13,951	13,704	15,500	7,611	15,500	0%	
30	Utilities - Downtown Utilities	1,311	1,356	1,500	606	1,500	0%	
31	Utilities - Cedar Brake Park	1,961	1,915	2,200	1,089	2,200	0%	
32	Utilities - Homecoming Park	1,240	1,055	1,200	455	1,200	0%	
33	Utilities - Fernland Park	5,779	5,263	6,000	2,934	6,000	0%	
34	Utilities - City Hall	14,641	13,190	14,300	4,821	14,300	0%	
35	Utilities - Community Center Build	6,335	6,469	6,500	4,190	6,800	5%	
36	Utilities - Memory Park	9,329	10,896	9,000	6,002	10,500	17%	
37	Utilities - 213 Prairie	1,792	1,808	1,885	389	1,885	0%	
38	Utilities - Electronic Sign-City	839	870	1,590	341	1,590	0%	
39	Computer Technology	16,311	22,847	22,000	15,804	23,305	6%	
40	Operating Supplies	4,869	3,409	8,000	2,501	8,000	0%	
41	Printing & Office supplies	1,403	1,233	1,600	994	1,600	0%	
42	Postage	49	-	750	-	750	0%	

**City of Montgomery - Public Works 100-12**  
**FY26 - PROPOSED Budget**

Item 4.

General Fund 100		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
<b>Public Works - Dept 12</b>					<b>As of April 30</b>			
43	Uniforms & Safety Equip	2,848	3,458	4,700	1,407	5,000	6%	
44	Tools	3,973	3,738	3,300	2,358	3,600	9%	
45	Fuel	12,507	11,025	14,000	5,488	14,000	0%	
46	Cedar Break Park - S&E	592	1,017	2,000	488	2,000	0%	
47	Homecoming Park - S&E	509	771	2,000	288	2,000	0%	
48	Fernland Park -S&E	879	2,282	2,000	520	2,000	0%	
49	Memory Park - S&E	443	744	2,000	146	2,000	0%	
50	Community Building - S&E	223	89	2,000	219	2,000	0%	
51	Street Repairs - Minor	1,289	8,006	10,000	802	10,000	0%	
52	Streets-Preventive Maintenance	-	460	-		-		
53	Streets & Drainage - S&E	-	473	2,000	375	2,000	0%	
54	Culverts	1,990	180	1,000		1,000	0%	
55	Street Signs	2,026	3,083	3,300	260	3,300	0%	
56	Travel & Training	2,746	4,498	5,500	451	5,500	0%	
57	Community Relations	-	-	1,000		1,000	0%	
58	Dues & Subscriptions	2,432	733	2,000	514	2,000	0%	
59	Insurance - Liability	2,729	4,694	5,027	4,794	9,040	80%	
60	Insurance - Property	1,449	1,427	1,528	1,222	2,100	37%	
61	Misc Expenses - Other	(2,064)	111	1,000	186	1,000	0%	
62	CO - General Improvements	67,772	4,500	20,000	3,310	20,000	0%	
63	CO - Drainage Improvements	2,475	-	10,000		10,000	0%	

**City of Montgomery - Public Works 100-12**  
**FY26 - PROPOSED Budget**

Item 4.

General Fund 100		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
<b>Public Works - Dept 12</b>					<b>As of April 30</b>			
64	CO - Park Improvements	-	27,900	40,000		200,000	400%	
65	CO - Computers Equipment	3,236	-	-	475	2,000		
66	CO - Public Works Items	24,815	3,519	23,000	18,190	34,125	48%	
	<b>TOTAL</b>	<b>1,037,133</b>	<b>929,681</b>	<b>1,184,540</b>	<b>406,845</b>	<b>1,611,903</b>	<b>36%</b>	

**City of Montgomery - Court 100-13**  
**FY26 - PROPOSED Budget**

Item 4.

General Fund 100		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
<b>Court - Dept 13</b>					<b>As of April 30</b>			
1	Wages	165,637	162,833	176,058	80,116	188,775	7%	
2	Overtime	2,258	1,472	2,400	1,174	2,800	17%	
3	Payroll Taxes	12,495	11,565	13,786	6,428	14,801	7%	
4	Health Insurance	27,963	29,680	35,075	17,738	36,867	5%	
5	Unemployment Insurance	36	805	351	343	189	-46%	
6	Workers Comp	1,703	668	478	147	613	28%	
7	Retirement Expense	17,746	16,192	19,264	9,167	23,527	22%	
8	Employee Assistance Program	900	375	375	386		-100%	
9	Judge's Fee	12,000	12,000	12,000	4,000	18,000	50%	
10	Prosecutors Fees	9,450	11,700	10,000	4,500	12,000	20%	
11	Copier/Fax Machine	600	476	11,500	5,127	14,000	22%	
12	Right to use Principal	9,103	9,497	-		-		
13	Right to use Interest	300	313	-		-		
14	Telephone	664	3,767	5,350	2,209	5,000	-7%	
15	Records Mgt/Retention	-	1,512	1,600		1,600	0%	
16	General Consultant Fees	4,278	1,410	-		1,000		
17	Records Shredding	-	286	350		350	0%	
18	Computer Technology	16,509	23,544	30,000	9,430	30,000	0%	
19	Operating Supplies	647	1,593	2,500	931	2,500	0%	
20	Printing & Office supplies	842	1,303	1,400	317	5,000	257%	
21	Postage	4,275	3,516	3,500	3,002	4,500	29%	

**City of Montgomery - Court 100-13**  
**FY26 - PROPOSED Budget**

General Fund 100		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
<b>Court - Dept 13</b>					<b>As of April 30</b>			
22	Uniforms & Safety Equip	-	-	100		300	200%	
23	Travel & Training	2,443	662	2,000	1,569	2,000	0%	
24	Community Relations	-	-	400		400	0%	
25	Dues & Subscriptions	354	240	300	185	300	0%	
26	Insurance - Liability	388	1,855	1,948	1,568	3,170	63%	
27	Insurance - Property	363	2,579	2,708	1,449	3,400	26%	
28	Crime Insurance	489	489	500	244	650	30%	
29	Misc Expenses - Other	-	-	100		100	0%	
30	CO - Furniture	-	-	3,000		3,000	0%	
	<b>TOTAL</b>	<b>291,442</b>	<b>300,329</b>	<b>337,043</b>	<b>150,031</b>	<b>374,842</b>	<b>11%</b>	

**City of Montgomery - Water Sewer Fund 300**  
**FY26 - PROPOSED Budget**

Item 4.

Water & Sewer Fund 300		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
REVENUE					As of April 30			
1	Late Charges	14,137	17,029	18,200	10,599	18,200	0%	
2	Meter Box Replacement	1,260	540	1,500	-	1,500	0%	
3	Returned Check Fee	408	1,430	500	-	500	0%	
4	EndPoint Charge	2,155	340	500	-	500	0%	
5	Impact Fees - Capital Cost	-	681,666	1,170,000	437,262	1,170,000	0%	
6	Credit Card Fees	6,084	50,159	10,000	8,808	12,000	20%	
7	Disconnect Reconnect	5,300	11,125	4,000	4,400	7,500	88%	
8	Water Revenue	976,353	895,437	916,000	490,610	1,007,600	10%	
9	Tap Fees/Inspections	500,502	588,962	450,000	244,032	450,000	0%	
10	Backflow Testing	-	-	1,000	-	1,000	0%	
11	Sewer Revenue	905,218	841,741	887,000	409,699	931,350	5%	
12	Solid Waste Revenue	233,790	275,613	285,300	153,726	307,860	8%	
13	Grease Trap Inspections	29,965	41,044	35,000	17,160	35,000	0%	
14	Application Fee	7,293	6,718	6,000	3,450	7,000	17%	
15	Utility Contracts	3,177	(3,022)	2,000	1,968	2,000	0%	
16	Lone Star Ground Water Revenue	11,366	10,236	9,360	5,436	11,700	25%	
17	Groundwater Reduction Revenue	267,780	241,268	213,200	128,124	266,500	25%	
18	Interest Income	1,113	2,753	1,000	10,408	12,000	1100%	
19	Interest Income - Inv	87,245	99,175	80,000	41,744	70,000	-13%	
20	Use of Surplus Funds	-	-	196,193	-	281,909	44%	
<b>TOTAL</b>		<b>3,053,145</b>	<b>3,762,213</b>	<b>4,286,753</b>	<b>1,967,424</b>	<b>4,594,119</b>	<b>7%</b>	

**City of Montgomery - Water Sewer 300-30**  
**FY26 - PROPOSED Budget**

Item 4.

Water & Sewer Fund 300		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
Water & Sewer - Dept 30					As of April 30			
1	Wages	363,755	391,325	468,671	204,499	537,653	15%	
2	Overtime	3,369	4,333	5,500	3,546	5,500	0%	
3	Payroll Taxes	25,760	27,254	36,646	16,191	41,965	15%	
4	Health Insurance	55,714	71,178	92,777	39,992	92,169	-1%	
5	Unemployment Insurance	63	494	790	828	500	-37%	
6	Workers Comp	8,331	9,353	10,892	4,790	13,318	22%	
7	Retirement Expense	36,593	38,852	51,208	20,367	66,705	30%	
8	Employee Assistance Program	400	781	782	836	-	-100%	
9	Engineering	173,565	233,651	110,000	29,081	225,000	105%	
10	Repairs & Maintenance	322,722	631,895	325,000	165,485	375,000	15%	
11	Backflow Testing	-	-	2,000	-	2,000	0%	
12	Operator	103,895	59,690	52,500	25,650	57,750	10%	
13	Vehicles & Equipment - Maint	1,923	4,600	3,500	1,745	4,000	14%	
14	Utility Projects - Prev Maint	180,656	60,805	224,000	66,294	250,000	12%	
15	Copier/Fax Machine	1,956	252	3,000	900	3,000	0%	
16	Right to use Principal	-	1,568	-	-	-		
17	Right to use Interest	-	52	-	-	-		
18	Telephone	10,291	12,657	14,750	5,669	14,750	0%	
19	Utilities - Water Plants	102,879	94,119	110,000	40,103	110,000	0%	
20	Utilities - WWTP	60,151	74,281	80,000	35,459	80,000	0%	
21	Utilities - Lift Stations	19,286	19,889	24,200	9,362	24,200	0%	

**City of Montgomery - Water Sewer 300-30  
FY26 - PROPOSED Budget**

Item 4.

Water & Sewer Fund 300		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
Water & Sewer - Dept 30					As of April 30			
22	Gas For Generators	1,751	920	1,320	401	1,320	0%	
23	Advertising/Promotion	520	-	1,500		1,500	0%	
24	Testing	10,839	26,693	15,000	10,696	20,000	33%	
25	Billing & Collections	30,226	33,620	35,000	16,597	40,000	14%	
26	Sludge Hauling	55,138	58,338	75,000	9,380	50,000	-33%	
27	Tap Fees & Inspections	111,054	200,895	75,000	51,826	100,000	33%	
28	Garbage Pickup	254,801	250,206	282,300	119,694	293,200	4%	
29	Support Staff	-	-	-	6,094	-		
30	Computer Technology	20,392	22,829	24,000	14,448	26,825	12%	
31	Operating Supplies	62,253	70,422	80,000	23,275	120,000	50%	
32	Supplies & Equipment	1,274	182	1,500	-	1,500	0%	
33	Printing & Office supplies	-	138	1,200	225	1,200	0%	
34	Postage	1,111	729	1,500	247	1,500	0%	
35	Uniforms & Safety Equip	2,848	3,132	4,700	1,407	4,700	0%	
36	Fuel	12,507	11,025	14,000	5,488	14,000	0%	
37	Chemicals	61,301	59,855	50,000	33,797	75,000	50%	
38	Travel & Training	5,171	5,370	5,500	451	5,500	0%	
39	Dues & Subscriptions	1,503	733	2,000	57	2,000	0%	
40	Insurance - Liability	3,775	9,694	4,978	4,794	9,040	82%	
41	Insurance - Property	39,416	45,677	48,440	26,066	60,250	24%	
42	Crime Insurance	489	489	500	244	650	30%	



**City of Montgomery - Water Sewer 300-30**  
**FY26 - PROPOSED Budget**

Item 4.

Water & Sewer Fund 300		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
<b>Water &amp; Sewer - Dept 30</b>					<b>As of April 30</b>			
43	Employee Appreciation	1,514	1,928	2,000	322	2,000	0%	
44	Misc Expenses - Other	-	-	1,000	148	1,000	0%	
45	CC Merchant Fees	20,334	33,645	35,000	11,645	27,000	-23%	
46	Operating Permits & Licenses	25,452	41,889	30,000	37,293	45,000	50%	
47	Impact Fees Transfer to CPF	30,238	681,666	1,170,000	-	1,170,000	0%	
48	Transfer to Debt Service	424,540	520,469	686,099	343,049	583,299	-15%	
53	CO - Water & Sewer Items	-	3,589	23,000	18,190	34,125	48%	
	<b>TOTAL</b>	<b>2,649,753</b>	<b>3,821,162</b>	<b>4,286,753</b>	<b>1,406,633</b>	<b>4,594,119</b>	<b>7%</b>	

**City of Montgomery - MEDC Fund 400**  
**FY26 - PROPOSED Budget**

Item 4.

MEDC	Fund 400	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
-> MEDC - Revenue					As of April 30			
1	Sales Tax	1,228,543	1,425,203	865,000	884,239	805,000	-7%	
2	Events Revenue	6,752	7,176	7,000	4,774	7,000	0%	
3	Interest Income	86,320	107,109	80,000	64,464	80,000	0%	
	<b>TOTAL</b>	<b>1,321,615</b>	<b>1,539,489</b>	<b>952,000</b>	<b>953,477</b>	<b>892,000</b>	<b>-6%</b>	

**City of Montgomery - MEDC Fund 400**  
**FY26 - Proposed Budget**

Item 4.

MEDC		FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Change from FY25	Notes
<b>MEDC - Fund 400 Dept 40</b>					<b>As of April 30</b>			
1	Legal Fees	-	1,150	-	4,436	10,000		
2	Marketing & Advertising	1,380	693	3,400	1,226	20,000	488%	
3	Legal Notices & Publications	-	-	-		1,000		
4	Consulting/Professional Serv	-	96,400	254,164		157,208	-38%	
5	Computer Website Services	1,223	1,377	-		-		
6	Historical Signage	-	-	1,000		1,000	0%	
7	Printing & Office supplies	-	-	-		-		
8	Brochures / Printed Lit	980	998	1,500		-	-100%	
9	Travel & Training	3,985	3,272	6,000	30	6,000	0%	
10	Dues & Subscriptions	-	-	1,200		1,200	0%	
11	Misc Expenses	-	-	-		-		
12	Misc Expenses - Other	195	930	500	71	500	0%	
13	380 Sales Tax Rebate	153,708	163,785	180,000		120,000	-33%	
14	Econ Dev Grant Prog	-	6,300	20,000		20,000	0%	
15	Transfer Out - General Fund	55,000	275,000	187,354	93,677	206,916	10%	
16	Transfer to Capital Projects	200,000	200,000	200,000	100,000	-	-100%	
17	Quality of Life	13,216	48,563	76,000	38,913	52,000	-32%	
18	Downtown Dev. Imp.	39,956	25,958	-	-	296,000		
	<b>TOTAL</b>	<b>469,643</b>	<b>824,425</b>	<b>931,118</b>	<b>238,354</b>	<b>891,824</b>	<b>-4%</b>	

**City of Montgomery - CCPD Fund 880**  
**FY26 - Proposed Budget**

Item 4.

CCPD	Fund 880	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Notes
<b>REVENUE</b>					<b>As of April 30</b>		
1	Sales Tax	-	-	-	109,652	805,000	
2	Interest Income				601	3,500	
	<b>TOTAL</b>				<b>110,252</b>	<b>808,500</b>	

<b>EXPENSES</b>							
1	Code Enforcement					2,500	
2	Radio Fees					6,500	
3	Uniforms & Safety Equip					10,000	
4	Protective Gear					10,000	
5	Tools					500	
6	Travel & Training					37,634	
7	Dues & Subscriptions					2,500	
8	CO - Computer Equipment					-	
9	CO - Patrol Weapons					16,106	
10	CO - Traffic Equipment					42,500	
11	CO - Heavey Equipment Upkeep					11,800	
12	Emergency Equipment					130,327	
13	Auto Repairs					25,000	
14	Radios/Handhelds					126,146	
15	CO - Police Cars					120,000	
16	Building Lease					180,000	

**City of Montgomery - CCPD Fund 880**  
**FY26 - Proposed Budget**

Item 4.

CCPD	Fund 880	FY23 Actuals	FY24 Actuals	FY25 Adopted	FY25 Actuals	FY26 Proposed	Notes
<b>REVENUE</b>					<b>As of April 30</b>		
17	Public Safety Technology					69,555	
18	CO - Investigate and Testing Equip					13,084	
19	Computer Tech					1,600	
	<b>TOTAL</b>					<b>805,752</b>	

Montgomery City Council  
**AGENDA REPORT**

<b>Meeting Date:</b> August 11, 2025	<b>Budgeted Amount:</b> N/A
<b>Department:</b> Administration	<b>Prepared By:</b> Ruby Beaven

**Subject**

Discussion and update review of Evergreen Solutions Compensation Study.

**Recommendation**

Discussion on Evergreen Solutions.

**Discussion**

The Evergreen Solutions Compensation Study was brought forward for City Council review on July 14, 2025. City Council consensus was for the implementation option of Hybrid Parity:

**Hybrid Parity**

Realigns employees along their salary range on the basis of their “hybrid years.” A hybrid year would give full credit to an employee for each year they have been serving in their current classification and one-half credit for the amount of time they have spent in any other classification. This is done on a total 30-year basis.

- Credits employees for time in classification and organizational tenure
- Addresses compression on the basis of time in classification and organizational tenure
- Adjusts for market
- Can erase performance gains
- Does not account for outside experience

In addition, the draft job descriptions from that Evergreen Solutions were provided for review. It was noted that there were few adjustments that needed to be made. The adjustments have been made and are being provided for review, as requested.

**Approved By**

City Secretary	Ruby Beaven	Date: 08/05/2025
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Grade	Minimum	Midpoint	Maximum	Range Spread	Midpoint Progression
101	\$ 31,200.00	\$ 39,000.00	\$ 46,800.00	50.0%	-
102	\$ 34,320.00	\$ 42,900.00	\$ 51,480.00	50.0%	10.0%
103	\$ 37,752.00	\$ 47,190.00	\$ 56,628.00	50.0%	10.0%
104	\$ 41,527.20	\$ 51,909.00	\$ 62,290.80	50.0%	10.0%
105	\$ 45,679.92	\$ 57,099.90	\$ 68,519.88	50.0%	10.0%
106	\$ 50,247.91	\$ 62,809.89	\$ 75,371.87	50.0%	10.0%
107	\$ 55,272.70	\$ 69,090.88	\$ 82,909.05	50.0%	10.0%
108	\$ 60,799.97	\$ 75,999.97	\$ 91,199.96	50.0%	10.0%
109	\$ 66,879.97	\$ 83,599.96	\$100,319.96	50.0%	10.0%
110	\$ 73,567.97	\$ 91,959.96	\$110,351.95	50.0%	10.0%
111	\$ 80,924.76	\$101,155.96	\$121,387.15	50.0%	10.0%
112	\$ 89,017.24	\$111,271.55	\$133,525.86	50.0%	10.0%
113	\$ 99,699.31	\$124,624.14	\$149,548.97	50.0%	12.0%
114	\$111,663.23	\$139,579.03	\$167,494.84	50.0%	12.0%
115	\$125,062.81	\$156,328.52	\$187,594.22	50.0%	12.0%

Department	Title	Range
ADM-CM01	City Administrator	115/UC
ADM-CS01	Administrative Services Director / City Secretary	114
ADM-CS02	Deputy City Secretary	108
ADM-CS03	HR & AP Specialist	106
ADM-DS01	Development Services Administrator	109
ADM-DS02	Code Compliance Technician	106
ADM-DS03	Development Services Clerk	105
ADM-ED01	Economic Development Manager	108
ADM-FIN01	Finance Director	114
ADM-FIN02	Utility Billing Clerk	105
MC01	Court Administrator	109
MC02	Deputy Court Clerk	105
MC03	Court Clerk	103
PD01	Police Chief	114
PD02	Police Lieutenant	111
PD03	Sergeant Detective / Investigator	110
PD04	Patrol Sergeant	109
PD05	Police Officer	108
PD06	PD Executive Assistant	105
PD07	Police Cadet	105
PW01	Public Works Director	114
PW02	Public Works Superintendent	110
PW03	Public Works Foreman	109
PW04	Maintenance Technician II / Crew Leader	105
PW05	Public Works Executive Assistant	105
PW06	Maintenance Technician I	103
PW07	Head Docent	102
PW08	Docent	101





**City of Montgomery, TX**  
**City Administrator**  
**Job Description**

Item 5.

**Department:** Administration  
**Immediate Supervisor:** Mayor and City Council  
**FLSA:** Exempt  
**Pay Grade:** 115

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

City Administrator acts as chief executive and administrative officer for the city. Directly or indirectly supervises department heads and other designated employees and indirectly supervises all other personnel within the city organization. Prepares, administers, and presents the annual budget for the city. Monitors expenditures during the year and makes recommendations for budget modifications or additional funds. Additional duties include administering policies established by the City Council and by law, developing and implementing administrative procedures, selecting, developing, and effectively utilizing staff, and overall supervision of projects and all other intergovernmental relationships

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Prepares or reviews and approves agendas and other materials for and attends and assists with all meetings of the City Council.
- Keeps the City Council advised of the financial condition and future needs of the city and makes such recommendations as may seem desirable.
- Prepares and submits to the City Council at the end of each fiscal year a complete report on the finances and administrative activities of the city of the preceding year.
- Prepares annual budget recommendations based on data submitted by all department heads, including capital expenditure items, consistent with Council-approved short- and long-range plans.
- Submits budget recommendations, including justification, to the Council for approval; files approved budgets with appropriate authorities; and administers approved budget.
- Keeps the City Council informed on progress in all departments and on any other pertinent matters relating to city operations to enable them to make informed policy decisions.
- Assist departments in the absence of supervisors.
- Administers all contracts with the city to ensure their faithful execution.
- Represents the city before a variety of groups in making formal or informal presentations about the city and specific city activities.
- Administers, accounts, and implements all department city policies and procedures.
- Performs such other duties as may be assigned by the City Council.

**EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree or equivalent experience in public or business administration, finance, or related field.
- Five (5) years of progressively responsible experience in public administration; at least three (3) years of which involved city management.



**City of Montgomery, TX  
City Administrator  
Job Description**

Item 5.

- Willing to work extended hours and willing to travel overnight to conferences, seminars, and meetings.
- Preferred requirements include Master's in public administration and Certified Public Manager.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of general management principles.
- Knowledge of budgeting and accounting principles and procedures.
- Knowledge of multi-funded financing operations.
- Ability to interpret and communicate to other rules, regulations and guidelines prepared by state and federal agencies on a variety of programs.
- Ability to select, develop, organize, motivate, and effectively utilize staff.
- Skilled in communicating effectively orally and in writing.
- Ability to establish and maintain effective working relationships with officials in local, state and federal government and in the private sector.
- Ability to respond adequately to a variety of policy issues faced by the city.

**PHYSICAL DEMANDS AND LOCATION**

- The work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lit, heated, and ventilated.
- The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, carrying light items such as papers, books, small parts, driving a vehicle, etc. No special physical demands are required to perform the duties of City Administrator.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The City of Montgomery, TX is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or veteran status. In accordance with applicable laws, employment with the City is at-will. This means that either the employee or the company may terminate employment at any time, with or without notice or cause, subject to applicable law.*



**City of Montgomery, TX**  
**Administrative Services Director/City Secretary**  
**Job Description**

**Department:** Administration  
**Immediate Supervisor:** City Administrator  
**FLSA:** Exempt  
**Pay Grade:** 114

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Incumbent serves as the custodian of official records for the City, attends and records proceeding of the City Council, conducts City Elections, manages the human resources functions for the City, and oversees risk management. Incumbent oversees the Information Technology provider and manages the City's website.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Provides legal and proper notice for all official meetings, notices, ordinances, and elections.
- Serves as custodian of the minutes and perform all duties as provided for by law, to include administering the oath of office.
- Maintains and preserves official City documents, including ordinances, resolutions, minutes, contracts, agreements, deeds, litigation records, budget documents, and other financial records in compliance with applicable laws.
- Prepares, posts, and publishes City Council agendas and legal notices as required. Attend meetings to record and document proceedings.
- Drafts ordinances, resolutions, proclamations, and other Council-related documents. Ensure proper attestation, recording, and publication as required by law.
- Serves as the Records Management Officer, ensuring all City records are managed according to the Texas State Records Retention Schedule, as adopted by the Texas State Library and Archives Commission.
- Acts as the City's Public Information Officer, responding to inquiries and managing public information requests. Facilitate the timely resolution of records requests.
- Develops and administers policies to mitigate risks and safeguard City assets.
- Ensures the City's website accurately reflects City Council and Board schedules, agendas, minutes, and meeting recordings for public access.
- Attends and participates in professional development opportunities, including training, seminars, and conferences to stay current on best practices.
- Provides recommendations for updates to personnel policies and human resource procedures to ensure compliance with state and federal laws.
- Coordinates IT repairs, software upgrades, and staff training. Oversee the annual Cybersecurity Training program for City staff and officials.
- Serves as the Human Resources Manager, overseeing full-cycle recruitment, including job postings, screening, interviewing, and background checks. Partners with department heads to make informed, strategic hiring decisions.



**City of Montgomery, TX**  
**Administrative Services Director/City Secretary**  
**Job Description**

- Provides guidance on labor laws, personnel practices, and employee relations issues. Investigate complaints, resolve grievances, and manage harassment claims.
- Develops, updates, and enforces employee policies to ensure compliance with legal and organizational standards. Lead training sessions on policies, workplace compliance, and best practices.
- Administers employee benefits programs, including plan selection, evaluation, and vendor negotiations. Develop and manage compensation structures and job evaluations to ensure competitiveness and fairness.
- Oversees the City's liability and property insurance programs, ensuring effective claims management. Manage the Worker's Compensation program and coordinate safety initiatives.
- Develops and manages the HR department's budget, implementing cost-saving strategies while optimizing resource allocation.
- Supports collective bargaining efforts through research, analysis, and strategic recommendations.
- Maintains accurate personnel records, ensuring confidentiality and discretion in all matters.
- Ensures compliance with all federal, state, and local employment laws and regulations.
- Assists with special projects and provide regular reports to City leadership as requested.
- Serves as a member of the City's emergency response team during crises or disasters.
- Directs and oversees the activities of HR staff, setting performance goals, providing professional development opportunities, and fostering a collaborative work environment.
- Develops and implements communication programs that promote organizational values, goals, and key updates to both internal and external stakeholders.
- Proactively identifies areas for improvement in HR processes, aiming to enhance accuracy, quality, and efficiency.
- Acts as backup to the Finance Department with payroll processing and accounts payable/receivable.

**EDUCATION AND/OR EXPERIENCE**

- Associate's degree in Public Administration or related field.
- Five (5) years of progressively responsible experience in public administration.
- Texas Registered Municipal Clerk certification preferred or ability to obtain within three (3) years of hire date.
- Certified Municipal Clerk or Master Municipal Clerk is preferred.
- Must possess a valid State of Texas Driver's License.
- Must possess or obtain a Notary Public License.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*



**City of Montgomery, TX**  
**Administrative Services Director/City Secretary**  
**Job Description**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the theory, principles, practices, and techniques of records management; records retention, preservation, protection and archiving.
- Knowledge of municipal budget preparation and administration.
- Knowledge of general office procedures and practices.
- Knowledge of City Code of Ordinances maintenance and comprehension.
- Knowledge of The Texas Open Meetings Act and other regulations governing the conduct of public meetings.
- Knowledge of The Texas Public Information Act and other regulations governing public records.
- Knowledge of the Principles and practices of public personnel management, including the City's Policy & Procedures Manual.
- Knowledge of The Texas Election Code and other regulations governing election procedure and process.
- Knowledge of Human Resources principles, laws, and procedures related to recruitment, employee relations, and benefits administration.
- Ability to establish and maintain effective working relationships with the City Council, Mayor, all levels of city management, and other governmental officials, community and civic organizations, employees, the media, and the public.

**PHYSICAL DEMANDS AND LOCATION**

- Duties are generally performed at City Hall in an office environment. There might be times that warrant services to be performed outside City Hall and/or outside the City. The employee must be able to operate a computer, printer, telephone, and calculator.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX**  
**Deputy City Secretary**  
**Job Description**

Item 5.

**Department:** Administration  
**Immediate Supervisor:** Administrative Services Director/City Secretary  
**FLSA:** Non-Exempt  
**Pay Grade:** 108

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the City Secretary, the Deputy City Secretary will perform executive and administrative functions for the City Secretary in service of the City Administrator, Assistant City Administrator, Mayor, City Council, City Departments, and the general public. This position requires extensive contact with the public and city council in situations that require considerable tact, judgment and diplomacy. This position does not exercise any supervisory authority.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Provides back up to the City Secretary as required.
- Assists in the preparation, publishing, posting, and distribution of the City Meeting agendas within the guidelines of the Texas Open Meeting Act.
- Attends City Council or other board meetings as needed or in the absence of the City Secretary and prepares official minutes.
- Prepares ordinances, resolutions, and proclamations; attest to, publish, and/or post ordinances and resolutions in accordance with law as needed.
- Provides access of City documents and records to citizens as requested and in compliance with the Texas Public Information Act (Open Records).
- Assists with the administration of the city-wide records management program; maintain, dispose and preserve official city documents and records in accordance with legal requirements.
- Assists with the administration of all municipal elections in accordance with Texas Election Code.
- Completes special projects as directed by supervisor.
- Facilitates the resolution of problems experienced, and address citizen complaints and other issues.
- Works directly with the City Secretary in the assistance to council members and department heads, acting as a point of contact for city council members and assisting with city council requests.
- Engages in administrative assignments as necessary, including filing, answering phone calls, making copies/scans, writing memorandums, drafting legal documents, ordering supplies, keeping and processing receipts, keeping calendars, and other duties as requested.
- Assists with onboarding the Boards & Commissions and Committees appointees.
- Maintains desired working relationship with City Administrator, Mayor, Council, and general public.
- Works cooperatively with community groups.
- Provides support to other city department programs and/or activities.





**City of Montgomery, TX  
Deputy City Secretary  
Job Description**

Item 5.

- Maintains a professional working relationship with other Federal, State, and local government agencies.
- Processes special events permits for vendors, solicitors, food vendors, photographers, and others for street festivals and other outdoor events.
- Processes alcohol permits.

**EDUCATION AND/OR EXPERIENCE**

- Completion of an Associate's degree in public administration or closely related field.
- Two (2) years of administrative experience in comparable sized city; or equivalent combination of training and/or experience which evidences a comprehensive knowledge of public administration, and office administration techniques.
- Texas Registered Municipal Clerk Certification preferred, or the ability to obtain certification within five (5) years of hire date.
- Must possess or be able to obtain a Notary Public License and a valid Texas Driver's License.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of Municipal government policies, procedures, activities, and practices.
- Knowledge of Federal, State local statutes, ordinances and regulations governing municipal operations.
- Knowledge of personal computers, tablet, mobile, and internet skills with emphasis on word processing and spreadsheet applications, online task management tools, and other cloud-based solutions.
- Ability to communicate effectively in verbal or written form; preparing clear, concise and comprehensive reports.
- Ability to exercise sound judgement.
- Ability to establish and maintain effective working relationships with peers, city officials, and the general public.
- Ability to properly respond to sensitive inquiries from citizens and government officials.
- Ability to be flexible in working the necessary hours to complete responsibilities as approved by supervisor.

**PHYSICAL DEMANDS AND LOCATION**

- The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job.
- While performing the duties of this job, employees are regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and or move up to 45 pounds.



**City of Montgomery, TX  
Deputy City Secretary  
Job Description**

Item 5.

- While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information, and documents; must be adaptable to performing under stress and when confronted with people acting under stress.
- Employees work under typical office conditions, and the noise level is usually moderately quiet.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX**  
**HR & AP Specialist**  
**Job Description**

Item 5.

**Department:** Administration  
**Immediate Supervisor:** Administrative Services Director/City Secretary  
**FLSA:** Non-Exempt  
**Pay Grade:** 106

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Administrative Services Director/City Secretary, this position is responsible for assisting in the daily administration of a full range of human resource functions including employee onboarding, human resource administration, benefits administration and payroll. In addition, this position is responsible for assisting in the daily administration of a full range of finance functions including review of automated timesheets, leave accruals, employee benefits, garnishments, payroll taxes and completing payroll reporting requirements. Compiles and maintains payroll records. Performs the accounts payable function of the city by compiling, matching and posting invoices and preparing checks to vendors for payment of goods and services. This position is the point person with the public and employees. Effective communication skills are a necessity. The duties of this position require the exercise of judgement, initiative, discretion, confidentiality, and familiarity with general human resource practices and applicable legislative governing bodies.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Resolves day-to-day employee inquiries and provide guidance on employment policies and processes.
- Advises applicants and the public regarding the City's employment policies, processes, and job openings.
- Manages the application tracking system, assist hiring managers, and provide follow-up correspondence.
- Posts job vacancies on the City's website and other platforms.
- Drafts new hire paperwork, including offer letters, and prepare onboarding packets.
- Coordinates the new hire onboarding process, including pre-employment requirements, orientation, and compliance training.
- Enters and updates employee information in HR and payroll systems, including new hires, terminations, status changes, and benefit selections.
- Maintains confidentiality of employee records and information.
- Ensures accurate and timely processing of payroll data, including changes in employment status, pay rates, deductions, and leave accruals.
- Maintains HRIS records and prepare detailed reports as needed.
- Acts as the benefits administrator, handling open enrollment, new hire enrollment, life event changes, voluntary products, and wellness programs.
- Verifies premium calculations for group insurance policies and address administrative issues with carriers.
- Ensures timely and accurate processing of bi-weekly payroll. Review and correct payroll errors, including wage calculations and changes to employee status.
- Handles garnishments, deductions, and leave accruals.



**City of Montgomery, TX  
HR & AP Specialist  
Job Description**

Item 5.

- Researches and resolves payroll-related questions from employees and management.
- Coordinates workers' compensation claims, including reporting, payroll adjustments, light-duty assignments, and coordination with management.
- Tracks and monitors FMLA hours in collaboration with department managers.
- Compiles compensation data and prepare reports as requested by management.
- Ensures compliance with federal and state employment regulations such as HIPAA, COBRA, FMLA, ADA, and Workers' Compensation.
- Serves as liaison for HR records, handling public information requests, employment verifications, and compensation surveys.
- Maintains payroll and accounts payable records and files.
- Reviews and reconciles invoices for accuracy and process payments.
- Prepares and distributes accounts payable checks and manage related documentation.
- Assists with monthly financial closings and analysis of accounts.
- Verifies daily collections and deposits to the bank.
- Assists in coordinating rewards and recognition programs.
- Works on various projects simultaneously, balancing workloads during peak periods.
- Performs other duties as assigned, including providing coverage during absences or relief for different functional areas.

**EDUCATION AND/OR EXPERIENCE**

- High School Diploma or GED equivalent required.
- Four (4) years of responsible secretarial, bookkeeping, payroll, billing or related office/clerical experience with at least two (2) years in a human resource related function; and or graduation from an accredited business/accounting training program.
- One (1) year of experience with computerized payroll processing preferred.
- Experience with Tyler Incode preferred.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of principles and practices of public personnel management, including the City's Policy & Procedures Manual.
- Knowledge of employment law and best practice.
- Knowledge of payroll and benefits administration.
- Knowledge of office practices and procedures.
- Knowledge of business English, spelling and arithmetic.
- Skilled in sound business communication.
- Skilled in written communication techniques for report writing and preparing correspondence, policies, and procedures.
- Ability to make routine arithmetic computations and tabulations accurately and with reasonable speed.
- Ability to learn assigned clerical tasks readily within a reasonable training period, and to adhere to prescribed departmental routines.



**City of Montgomery, TX  
HR & AP Specialist  
Job Description**

Item 5.

- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to understand and carry out oral and written instructions.
- Ability to accurately prepare and maintain correspondence, files, and reports.
- Ability to operate the telephone in a clear, well-modulated voice using good diction with employees and vendors.
- Ability to prioritize assignments and work independently.
- Ability to operate equipment such as a computer, photocopier, fax machine, electronic spreadsheets, word processing, and integrated accounting systems.

**PHYSICAL DEMANDS AND LOCATION**

- Frequent sitting, some standing, and walking required. Stooping, bending, and reaching required daily. Moderate use of senses such as vision, audio and speech are required. High use of cognitive skills required to complete essential functions of the job. May require extended workdays to attend meetings, functions, and other community events.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX**  
**Development Services Administrator**  
**Job Description**

Item 5.

**Department:** Administration  
**Immediate Supervisor:** City Administrator  
**FLSA:** Exempt  
**Pay Grade:** 109

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the City Manager's Office, the Development Services Administrator is responsible for the City's development review, planning, zoning, and permitting activities. Coordinates cross-departmental efforts, ensures compliance with local/state/federal regulations, leads long-range and current planning initiatives, and supports Boards and Commissions.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Supervise review of plats, site plans, building elevations, and permit applications for compliance with plans and codes.
- Act as central contact between developers and internal departments.
- Manage updates to the Comprehensive Plan and development policies.
- Conduct demographic, land-use, and economic analysis; prepare staff reports.
- Interpret and enforce zoning and subdivision regulations; process code updates.
- Prepare meeting materials for Boards and Commissions and City Council.
- Supervise Development Services staff and oversee departmental workflows.
- Contribute to departmental budgets and manage development review fees.
- Lead complex development initiatives and coordinate with internal/external agencies.
- Participate in grant-supported projects and urban design studies.
- Performs Code Enforcement Officer duties.
- This position has direct supervision over Development Services Clerk, Code Compliance Technician and Building Official.

**EDUCATION AND/OR EXPERIENCE**

- High School diploma or GED equivalent required.
- Associates or Bachelor degree in Urban Planning, Public Administration, or related field.
- Five (5) years of municipal planning experience; 2-3 years in a supervisory or admin role preferred.
- Texas Class C Drivers License.
- Must pass criminal background check and drug screen.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of planning theories, practices, principles, laws, ordinances and regulations.



**City of Montgomery, TX**  
**Development Services Administrator**  
**Job Description**

Item 5.

- Knowledge of the general practices and principles in the administration of local planning programs and projects.
- Knowledge of maps and cartographic principles.
- Knowledge of architectural and urban design concepts.
- Knowledge of city planning and zoning ordinances.
- Knowledge of department and city policies and procedures.
- Knowledge of code enforcement principles and practices.
- Knowledge of appeals policies and procedures.
- Knowledge of relevant city codes and ordinances.
- Skill in reading plats, site plans, architectural renderings, and construction plans.
- Skill in the interpretation of complex codes and ordinances.
- Skill in conducting field surveys, research and analysis.
- Skill in conducting site inspections.
- Skill in the operation of computers and other standard office equipment.
- Skill in exercising independent judgment and analyzing and resolving problems.
- Skill in planning, organization, and decision making.
- Skill in public speaking and public relations.
- Skill in oral and written communication.

**PHYSICAL DEMANDS AND LOCATION**

- Requires the ability to exert up to 10 pounds of force occasionally and/or negligible amounts of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Work involves a lot of walking. Additionally, the following physical abilities are required: balancing, grasping, hearing, lifting, mental acuity, reaching, speaking, talking, visual acuity, and walking.
- Work is performed where physical hazards, humidity, noise, unfriendly dogs, sewers, mosquitos, bed bugs, and other unpleasant factors are routinely encountered. Some neighborhoods or areas may be more prone to crime.
- Employees partly work in the office and partly in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX  
Code Compliance Technician  
Job Description**

Item 5.

**Department:** Administration  
**Immediate Supervisor:** Development Services Administrator  
**FLSA:** Non-Exempt  
**Pay Grade:** 106

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Incumbent is responsible for investigating complaints and conducting inspections of public and private properties to ensure compliance with local city codes. Duties include addressing violations such as nuisance complaints, illegal signage, dumping, substandard structures, overgrown vegetation, junk vehicles, and sewer issues. Incumbent will collaborate with property owners to develop compliance plans, issue citations, and gather evidence for legal proceedings. Incumbent will work with the city prosecutor and attend court hearings as witnesses to enforce city regulations to ensure that properties adhere to housing, zoning, and building codes, protecting the health, safety, and welfare of the public.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Responds to citizen complaints and reports of violation by conducting field and property investigations, issue notices of violation, and follow up to ensure compliance.
- May issue administrative and parking citations, if necessary.
- Photographs, draws diagrams, and documents violations to substantiate legal actions as part of thorough report writing and correspondence.
- Maintains detailed case files and accurate records on investigations, inspections, and enforcement actions.
- Prepares evidence and testifies in court hearings, acting as the City's witness.
- Prepares affidavits and assists in securing liens for abatement on private property.
- Educates the public, contractors, business owners, and other groups about municipal codes.
- Respond to public inquiries in person, by phone, or in writing, offering assistance in understanding and complying with regulations.
- Plans and recommends enforcement strategies and policies to improve the City's code enforcement plan through collaboration, serving as a resource to other City departments and external agencies.
- Prioritizes and schedules inspections and operates computers to enter and process data related to complaints, inspections, and enforcement efforts, tracking and analyzing data to determine trends.
- Attends court proceedings and meetings.

**EDUCATION AND/OR EXPERIENCE**

- High School diploma or GED equivalent required.
- Five (5) years of code enforcement experience.
- Texas Class C Driver's License.
- Must pass criminal background check and drug screen.

*Any combination of related education, experience, certifications, and licenses will result in a candidate*





## City of Montgomery, TX Code Compliance Technician Job Description

Item 5.

*successfully performing the essential functions of the job.*

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of applicable Federal, State, and local laws, code, ordinances, rules, regulations, policies, and procedures, as related to Code Enforcement and Environmental Health.
- Knowledge of code inspection principles, practices, and methodologies,
- Skills in mediating and diffusing hostile situations. Outstanding people skills.
- Skills in exercising reasonable and sound judgment and discretion.
- Skills in research techniques,
- Skills in operating a computer and related software applications,
- Skills in reading, interpreting, and explaining applicable laws, codes, ordinances, rules, regulations, policies, and procedures.
- Skills in gathering and analyzing information and making recommendations based on findings and in support of organizational goals.
- Skills in communicating effectively with a variety of individuals.
- Skills in articulate public speaking.
- Skills in preparing and communicating an educational program regarding Code Enforcement issues.
- Skills in providing customer service.
- Skills in preparing clear and concise reports, including oral, written, and audio/visual presentations.
- Ability to remain calm, make quality decisions, always maintain a professional demeanor and attitude, Including during stressful and tense situations,
- Ability to plan, organize, prioritize, and manage projects and workflow.
- Reads and interprets maps, plats, codes, ordinances, and regulations.
- Ability to operate a vehicle,
- Ability to field inspect complaint sites, walk non-conforming sites, climb ladders.
- Ability to listen and follow instructions from a supervisor.

### **PHYSICAL DEMANDS AND LOCATION**

- Requires the ability to exert up to 10 pounds of force occasionally and/or negligible amounts of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Work involves a lot of walking. Additionally, the following physical abilities are required: balancing, grasping, hearing, lifting, mental acuity, reaching, speaking, talking, visual acuity, and walking.
- Work is performed where physical hazards, humidity, noise, unfriendly dogs, sewers, mosquitos, bed bugs, and other unpleasant factors are routinely encountered. Some neighborhoods or areas may be more prone to crime.
- Employees partly work in the office and partly in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.



**City of Montgomery, TX  
Code Compliance Technician  
Job Description**

Item 5.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX  
Development Services Clerk  
Job Description**

**Department:** Development Services  
**Immediate Supervisor:** Development Services Administrator  
**FLSA:** Non-Exempt  
**Pay Grade:** 105

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Development Services Administrator, the Development Services Clerk is responsible for providing the general public, developers, agencies and internal customers assistance regarding permits and other building construction related activities.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Serves as primary contact for Building Services providing frontline customer service for all building construction related activities.
- Provides general assistance to property owners, developers, general contractors, and other trade professionals as well as the general public, regarding Building Services processes, procedures and services.
- Receives and enters all permits and other applications into project tracking software for the Department.
- Performs varied and increasingly responsible technical work and plan review involved in the acceptance, review, processing, and issuance of over-the-counter permits issued by the department.
- Reviews application packets to ensure that all necessary documents are included in the submittals; routes permits and other applications to correct person for review.
- Calculates and records permit fees.
- Collects and assembles data and background materials for reports and special projects.
- Maintains and manages department files, records, and documents, electronically and/or paper.
- Provides administrative support to the Director of Planning & Development and the City Building Official, as needed.

**EDUCATION AND/OR EXPERIENCE**

- High School Diploma or GED equivalent required.
- Possess the ICC Permit Technician Certification or must obtain certification within three (3) years from the date of hire.
- Must possess a valid State of Texas Driver's License.
- Must pass criminal background check and drug screen.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*



**City of Montgomery, TX  
Development Services Clerk  
Job Description**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of building codes and building inspection processes and procedures.
- Knowledge of permit approval processes and procedures, zoning, code administration and enforcement.
- Knowledge of building construction practices and materials.
- Knowledge of construction drawings, plans, drafting symbols, customs, and techniques.
- Ability to read and interpret surveys and materials containing legal language such as property descriptions.
- Knowledge of applicable local, state, and federal codes, regulations and requirements.
- Knowledge of City's permit process and requirements to obtain construction related permits.
- Skilled in the principles and practices of team work to accomplish the overall need of the department.
- Skilled in establishing and maintaining effective working relationships.
- Skilled in communicating effectively, both orally and in writing.
- Skilled in reading, comprehending and communicating departmental processes, policies and procedures.
- Skilled in using computers and related software applications; proficient in Microsoft Word, Excel.
- Skilled in performing complex and detailed work.
- Ability to apply basic mathematics in order to calculate fees; calculate work hours and sufficient math to complete reports.
- Ability to process multiple tasks simultaneously while maintaining attention to detail and accuracy

**PHYSICAL DEMANDS AND LOCATION**

- Duties are generally performed at City Hall in an office environment. There might be times that warrant services to be performed outside City Hall and/or outside the City. The employee must be able to operate a computer, printer, telephone, and calculator.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX**  
**Economic Development Manager**  
**Job Description**

Item 5.

**Department:** Administration  
**Immediate Supervisor:** City Administrator  
**FLSA:** Non-Exempt  
**Pay Grade:** 108

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the City Manager's Office, the Economic Development Manager is responsible for planning, coordinating, and implementing the City of Montgomery's economic development programs and initiatives. This position performs high-level professional, administrative, and technical work in support of business retention, expansion, and attraction efforts, job creation, and overall community development.

This role requires a high degree of professionalism, strategic thinking, strong organizational skills, and independent judgment. The Economic Development Manager serves as a key liaison between the City and the business community to further the economic goals and vision of Montgomery.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Develops and implements short- and long-term economic development strategies to support business attraction, retention, and expansion, as well as revitalization and redevelopment goals.
- Designs, monitors, and evaluates economic development programs and initiatives, including incentive programs, business assistance, and marketing of key development sites.
- Oversee the preparation and implementation of special projects, activities, and events that support economic development and the local business community.
- Coordinates with City departments and outside agencies to ensure alignment of economic development goals and infrastructure improvements.
- Leads efforts to attract new businesses and support the growth and retention of existing businesses.
- Serves as liaison to business owners, developers, property owners, and community stakeholders throughout the development and permitting process.
- Provides technical guidance and assistance to businesses on regulations, programs, funding, and site selection.
- Responds to inquiries from prospective businesses and site selectors, prepare customized data and materials, and facilitate access to City resources.
- Maintains and supervises an inventory of available commercial properties and sites, including public and private assets.
- Prepares and maintains comprehensive information on zoning, utilities, taxes, transportation, and related development infrastructure.
- Represents the City at community events, civic meetings, trade shows, and professional conferences.
- Prepares agenda items and delivers presentation to Montgomery Economic Development Corporation on economic development activities and initiatives.



## City of Montgomery, TX Economic Development Manager Job Description

Item 5.

- Prepares and delivers presentations to the City Council, boards and commissions, civic groups, and the public on economic development activities and initiatives.
- Serves as City liaison to economic development boards, local chambers, community organizations, and regional and state agencies.
- Supports public information efforts and media outreach related to economic development.
- Prepares, administers, and monitors budgets for economic development programs and initiatives.
- Negotiates and manages development agreements, incentive contracts, grants, and related funding sources; ensures regulatory compliance and program accountability.
- Formulates funding strategies and evaluates existing and potential incentives to encourage business investment.
- Conducts research and analysis on market conditions, development trends, and the economic health of the community.
- Prepares reports, data sheets, briefings, and recommendations for City management and elected officials.
- Tracks and reports on the performance and impact of economic development programs.
- Provides project management and administrative oversight for economic development-related activities.
- Attends and participates in relevant professional development to stay current on trends and best practices.
- Performs other related duties as assigned.

### EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED equivalent required.
- Associate's degree in Business Administration, Public Administration, Economic Development, Marketing, Urban Planning, Community Development, or a related field preferred.
- Three (3) years of experience preferred.
- Possession of or ability to readily obtain the Basic Economic Development Courses (BEDC) certificate within 12 months.
- Possession of or ability to readily obtain Certified Economic Developer (CEcD) with in five (5) years.
- Must possess a valid State of Texas Driver's License.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational and multitasking abilities. Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite software.
- Ability to work flexible hours, including evenings and weekends, as required. Demonstrated ability to work effectively under pressure and manage multiple projects simultaneously.

### PHYSICAL DEMANDS AND LOCATION



**City of Montgomery, TX**  
**Economic Development Manager**  
**Job Description**

Item 5.

- This position is primarily located at City of Montgomery City Hall, however, due to the nature of the position travel in and around the city will be required.
- The physical demands of this position require the ability to sit, stand, use hands to finger, eye and hand coordination.
- The employee will be required to operate a motor vehicle, carry, push, pull, lift or hold up to 50lbs of equipment or furniture.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX**  
**Finance Director**  
**Job Description**

Item 5.

**Department:** Administration  
**Immediate Supervisor:** City Administrator  
**FLSA:** Exempt  
**Pay Grade:** 114

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Incumbent oversees the day-to-day financial activities of the City in accordance with best practices in local government. Duties include managing the general ledger, accounts payable, payroll, day-to-day issues, annual budget development, and working with city staff.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Collaborates with financial advisors and bond counsel in the planning, issuance, and receipt of bonds.
- Reports to the City Council and City Administrator on bond activities and municipal indebtedness.
- Works with the City Administrator on long-term strategic planning and review of financial policies.
- Implements best practices in local government finance and development, including budget preparation and management.
- Coordinates with independent auditors to ensure timely preparation and submission of the City's annual financial statements.
- Prepares the City's Comprehensive Annual Financial Report (CAFR) and submit financial statements to relevant overseeing agencies.
- Oversees the annual audit process, ensuring a smooth and efficient audit.
- Addresses any concerns raised in the auditor's management letter.
- Plans and implements necessary changes or pronouncements related to the Governmental Accounting Standards Board (GASB) to ensure ongoing compliance.
- Monitors the assessment and collection of the City's ad valorem property taxes, ensuring accuracy and compliance.
- Provides expert financial advice to the City Council, City Administrator, and Department Directors on complex financial and management issues.
- Communicates clearly and professionally with the Mayor, City Councilmembers, the public, vendors, contractors, media, consultants, and City staff.
- Prepares and presents financial reports to various stakeholders, ensuring clarity and the ability to address questions effectively.

**EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree or equivalent experience in finance, accounting, or related field.
- Five (5) years of progressively responsible experience.
- CPA, CMFO, MBA, or MPA required.



**City of Montgomery, TX  
Finance Director  
Job Description**

Item 5.

- Must possess a valid State of Texas Driver's License.
- Must pass criminal background check and drug screen.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

**PHYSICAL DEMANDS AND LOCATION**

- Duties are generally performed at City Hall in an office environment. There might be times that warrant services to be performed outside City Hall and/or outside the City. The employee must be able to operate a computer, printer, telephone, and calculator.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX  
Court Administrator  
Job Description**

Item 5.

**Department:** Municipal Court  
**Immediate Supervisor:** City Administrator  
**FLSA:** Exempt  
**Pay Grade:** 109

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Responsible for understanding State Law and how it applies to Municipal Court jurisdiction. Serves as the Clerk of the Municipal Court. Administer the collection of all fines, penalties, fees, and costs imposed by the Court and fines mandated by the State of Texas.
- Manages personnel including requisitions, interviewing, hiring, promotions, evaluations, pay progression, discipline and termination of subordinate staff.
- Prepares and implements training programs for employees.
- Prepares and updates the Municipal Court policies and procedures manual.
- Trains staff on the proper use of the Municipal Court Software.
- Responsible for understanding the daily operation of all divisions within the Municipal Court.
- Ensures that the court complies with the Office of Court Administration Collections Program.
- Maintains and reconciles cash drawer daily; processes cash, money orders, and credit card transactions; reviews or prepares bank deposit daily.
- Monitors collection of court costs and fines designated for Municipal Court.
- Ensures the court complies with reporting deadlines to the Department of Public Safety and the Office of Court Administration.
- Coordinates schedules for Court dockets and trial hearings.
- Assists the Presiding Judge with creating and maintaining the trial docket.
- Maintains employee time sheets and approves payroll for the Court.
- Responsible for departmental accounts payable including preparing check requests, payment by credit card and processing purchase orders.
- Responsible for acquisition of materials, equipment, and supplies.
- Prepares requisitions and proofs for printing citation books and miscellaneous forms.
- Updates the Municipal Court website.
- Updates the website for online payments and reviewing Web payments.
- Responsible for maintaining records according to state mandated retention schedules.
- Maintains accurate and efficient filing and storage of Municipal Court records. Process requests for copies of records.
- Processes requests for expungement including assigning a hearing date, notifying related agencies, preparing a court order and removal of cases as ordered.





**City of Montgomery, TX  
Court Administrator  
Job Description**

Item 5.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responds to expungement orders received from other judicial agencies.
- Processes confidential case files in accordance with Texas State Law.
- Answers citizen inquiries, direct citizens to the appropriate staff and follow up on citizen complaints.
- Processes warrants and capias pro fines.
- Prepares and submits State reports.
- Performs clerical functions, as necessary.
- Attends Departmental Staff meetings.
- Accurately handles large amounts of public money.
- Attends annual training specific to legislative changes affecting municipal courts, records management software upgrades and municipal court procedures.
- Maintain Fiscal Budget and purchases for the Court.

**EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree in Business Administration or equivalent.
- Three (5) years of experience in Municipal Court operations.
- Must possess a valid State of Texas Driver's License.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of Municipal Court operations and court room procedures, research techniques and report preparation
- Knowledge of standard office principles, practices and procedures.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of customer service methods and techniques.
- Knowledge of accounting practices and procedures.
- Knowledge of City ordinances, policies and procedures governing assigned work.
- Knowledge of Federal, State and City laws, codes and regulations.
- Skill in maintaining complete and accurate records and file systems.
- Skill in setting court dockets.
- Skill in providing customer service.
- Skill in effective oral and written communication.
- Skill in researching and tracking municipal court cases.
- Skill in preparing accurate court related reports.
- Skill in data entry.
- Ability to read and understand manuals to record work activities, understand city and departmental policy and procedure, keep records or work with computers.



**City of Montgomery, TX  
Court Administrator  
Job Description**

Item 5.

**PHYSICAL DEMANDS AND LOCATION**

- Duties are generally performed at City Hall in an office environment. There might be times that warrant services to be performed outside City Hall and/or outside the City. The employee must be able to operate a computer, printer, telephone, and calculator.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX  
Deputy Court Clerk  
Job Description**

Item 5.

**Department:** Municipal Court  
**Immediate Supervisor:** Court Administrator  
**FLSA:** Non- Exempt  
**Pay Grade:** 105

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under general supervision of the Municipal Court Administrator, the clerk will accurately create, enter, organize, and maintain a variety of clerical and/or technical non-judicial functions in support of court operations. Provide all necessary paperwork and data entry into databases for cases involving various fine-only misdemeanors and city ordinances filed within the Jurisdiction of the City of Montgomery Municipal Court.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Assists in daily municipal court operations, supporting services, compliance, and workflow improvements.
- Provides clear, concise, and accurate customer service at the Clerk's window, by phone, and email. Address defendant and citizen inquiries regarding case dispositions, fines, court settings, time payments, deferred disposition, and driving safety courses.
- Maintains confidentiality of all court files.
- Imports and enters citations into court case management software, prepare, organize, and update case files with accurate data and notes from interactions with defendants, judges, attorneys, officers, and witnesses.
- Reviews and processes documents for authenticity, accuracy, and appropriate judicial action.
- Calculates, collects, and processes fines, fees, and court costs based on judicial orders for misdemeanor violations related to state law and local ordinances.
- Handles basic cashiering functions such as receipting payments, balancing, cash handling, and making change.
- Prepares court dockets for various proceedings (initial appearances, plea hearings, continuances, pre-trial conferences, trials, etc.) and coordinate notices and correspondence to attorneys, defendants, and other relevant parties.
- Processes summons, subpoenas, pre-warrant notices, and late payment notices.
- Monitors and reviews cases for compliance with legal requirements, ensuring case processing follows standing orders issued by the Presiding Judge.
- Prepares documentation for the Judge and Prosecutor regarding court date scheduling, compliance, extensions, driving safety courses, deferred proceedings, and payment plans.
- Attends scheduled court sessions to assist the Judge, Prosecutor, attorneys, and defendants, ensuring smooth proceedings and directing defendants to the courtroom.



**City of Montgomery, TX  
Deputy Court Clerk  
Job Description**

Item 5.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Files closed cases and process records in accordance with the state's retention schedule.
- Processes appeals submitted by attorneys and submits them to higher courts.
- Files closed cases and process records in accordance with the state's retention schedule.
- Processes appeals submitted by attorneys and submits them to higher courts.
- Reviews and processes requests for time served submitted by defendants for Judge approval or denial.
- Notifies defendants of failures to appear and pending warrants.
- Places citations in warrant status in the court system, apply warrant and omni fees, and verify warrants with the Police Department as needed.
- Adds defendant information into the Omni hold system, notifying the state of unresolved citations preventing license renewals.

**EDUCATION AND/OR EXPERIENCE**

- High School Diploma or GED equivalent required.
- Two (2) years of responsible experience in clerical/general office, and/or customer service.
- Must obtain Court Clerk Certification Level I.
- Prior Municipal Court experience preferred.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Must have knowledge of Municipal court/office practices and procedures.
- Ability to operate a computer, related software applications, equipment, and hardware.
- Ability to handle multiple tasks simultaneously.
- Ability to interpret and decipher court documents and basic legal terminology.
- Ability to learn and have knowledge of Texas Transportation Code, Penal Code, Code of Criminal Procedures, regarding laws governing Class 'C' Misdemeanors.
- Skills in public/customer relations and problem solving with effective verbal and written communications.
- Ability to develop and maintain effective working relationships.
- Ability to work in fast-paced, high stress environment and deal with conflict in a courteous tactful manner.



**City of Montgomery, TX  
Deputy Court Clerk  
Job Description**

Item 5.

**PHYSICAL DEMANDS AND LOCATION**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Position is typically office or administrative work.
- Potential exposure to criminal suspects.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX  
Court Clerk  
Job Description**

Item 5.

**Department:** Municipal Court  
**Immediate Supervisor:** Court Administrator  
**FLSA:** Non-Exempt  
**Pay Grade:** 103

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under supervision of the Municipal Court Administrator, the clerk will accurately create, enter, organize, and maintain a variety of clerical non-judicial functions in support of court operations. Provide all necessary paperwork and data entry into databases for cases involving various fine-only misdemeanors and city ordinances filed within the Jurisdiction of the City of Montgomery Municipal Court.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Collects and posts payments for traffic violations from defendants in person, online and by mail.
- Processes driving safety course requests.
- Processes deferred dispositions.
- Processes payment plans under Judge's standing orders.
- Sets court dates for defendants via email and in person.
- Makes Warrant phone calls on delinquent and past due cases.
- Files documents and process judgements for Judge's signature.
- Processes general court correspondence.
- Assists in court with pre-trial hearings and trials.
- Prepares notices for mailing.
- Answers court telephone and assists defendants.

**EDUCATION AND/OR EXPERIENCE**

- High School Diploma or GED equivalent required.
- One (1) year of responsible experience in clerical/general office, and/or customer service.
- Court Clerk Certification Level I preferred or must be obtained within the first year of employment.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*



**City of Montgomery, TX  
Court Clerk  
Job Description**

Item 5.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Must have knowledge of Municipal court/office practices and procedures.
- Ability to operate a computer, related software applications, equipment, and hardware.
- Ability to handle multiple tasks simultaneously.
- Ability to interpret and decipher court documents and basic legal terminology.
- Ability to learn and have knowledge of Texas Transportation Code, Penal Code, Code of Criminal Procedures, regarding laws governing Class 'C' Misdemeanors.
- Skills in public/customer relations and problem solving with effective verbal and written communications.
- Ability to develop and maintain effective working relationships.
- Ability to work in fast-paced, high stress environment and deal with conflict in a courteous tactful manner.

**PHYSICAL DEMANDS AND LOCATION**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Position is typically office or administrative work.
- Potential exposure to criminal suspects.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh 25 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX**  
**Police Chief**  
**Job Description**

Item 5.

**Department:** Police  
**Immediate Supervisor:** City Administrator  
**FLSA:** Exempt  
**Pay Grade:** 114

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manages the law enforcement agency for the city, which is responsible for law enforcement, crime prevention, animal control, and criminal investigation and any other duties which may be required. Serves as the Emergency Management Coordinator for the city and oversees emergency preparedness issues involving incidents, planning, training and drills.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Directs, instructs, schedules, reviews and evaluates the work of subordinate personnel.
- Implements disciplinary actions as needed.
- Ensures that laws and ordinances are enforced, and that public peace and safety is maintained.
- Develops and implements departmental policies and procedures.
- Makes recommendations concerning traffic safety, crime prevention, and juvenile programs.
- Establishes and maintains an effective police community relations program.
- Assists and informs citizens, news media, community organization, and other law enforcement agencies on pertinent information.
- Coordinates the information gathered and work accomplished by police personnel, and assigns police personnel to special investigations and/or special assignments.
- Receives and evaluates complaints filed against departmental personnel; investigates, reviews and renders decisions on the findings of internal affairs investigations.
- Makes presentations to the City Council, citizen and special interest groups, civil and volunteer groups and other interested groups to inform police regarding services and programs and to maintain effective community relations.
- Prepares statistical and narrative reports on police department activities for submission to the City Administrator, Mayor and City Council, and state and federal law enforcement agencies.
- Prepares and administers the annual budget for the police department.
- Researches, applies, and monitors grant funds for police department activities.
- Participates in law enforcement investigations, as needed.
- Serves as the City's liaison on emergency preparedness issues with the United States Federal Emergency Management Agency, the Texas Division of Emergency Management, Montgomery County Office of Emergency Management and other local agencies.
- Reviews state and federal proposed legislation and provides recommendations to the City as to needed changes to ensure compliance.
- Oversees training programs and operational drills for City personnel.





**City of Montgomery, TX**  
**Police Chief**  
**Job Description**

Item 5.

**EDUCATION AND/OR EXPERIENCE**

- Must have Bachelors degree in Criminal Justice, Public Administration or equivalent experience.
- Graduate of LEMIT's Leadership Command College (LCC); and/or the FBI National Academy; and/or a nationally recognized Law Enforcement executive level leadership program.
- Twelve (12) years' experience as a police officer, with a minimum of four (4) years of command level experience in a law enforcement agency of similar size.
- Master Peace Officer certification issued by the Texas Commission on Law Enforcement Officer Standards and Education.
- Texas Class C Driver's License.
- Must pass criminal background check and drug screen.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the principles, methods and practices of modern law enforcement.
- Knowledge of modern philosophies and trends in police management and leadership.
- Knowledge of departmental policies, procedures and safety rules and regulations.
- Knowledge of criminal, civil, juvenile and traffic laws .
- Knowledge of police patrol and law enforcement procedures.
- Knowledge of safety regulations applicable to motorized vehicles and equipment.
- Knowledge of radio communication.
- Knowledge of geography of the city.
- Knowledge of routine vehicle and equipment maintenance.
- Knowledge of modern police record management systems.
- Knowledge of court systems and procedures.
- Knowledge of the Penal Code.
- Knowledge of the city codes and ordinances.
- Knowledge of modern criminal investigating techniques.
- Knowledge of modern interviewing and interrogating techniques and methods.
- Knowledge of municipal purchasing methods and procedures.
- Knowledge of municipal budgeting and cash management systems.

**PHYSICAL DEMANDS AND LOCATION**

- The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job which the employee will encounter.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over.
- The employee must have normal vision, hearing and understandable articulation.
- The employee must occasionally lift and/or move objects or people weighing up to one hundred (100) pounds.



**City of Montgomery, TX**  
**Police Chief**  
**Job Description**

Item 5.

- The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extremely hot and cold temperatures.
- The employee is occasionally exposed to personal risk while working in dangerous and life-threatening situations and while driving or riding in a police vehicle at high rates of speed.
- The employee is exposed to personal risk while working with persons under the influence of drugs and alcohol, convicts and felons.
- The noise level of the work environment ranges from generally quiet to moderately loud.
- When required, each person employed in the position described by this job description will perform the duties of any other position within the department of employment for which such person may be deemed qualified. Temporary assignment to any position or classification may result from the temporary absence of full-time employees assigned to such classification, because of short-term demand exceeding the capacity of employees assigned to the performance of such duties but not deemed of sufficient duration to require additional full-time personnel, or to ensure the performance of occasional duties not requiring full time personnel. Temporary assignments may be of varying duration but shall not be deemed to imply the existence of available positions within the classification of temporary assignment or to require the creation of additional positions or classifications not justified by reasonable business necessity.

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**City of Montgomery, TX  
Police Lieutenant  
Job Description**

Item 5.

**Department:** Police  
**Immediate Supervisor:** Police Chief  
**FLSA:** Non- Exempt  
**Pay Grade:** 111

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This is a mid-level, professional staff, full-time position with the City's Police Department. Incumbent will manage and oversee the daily activities of their assigned shift. Under general direction of a Superior Officer provides administrative, managerial and/or supervisory support to the operational activities of a Unit, Section or Division; and performs administrative staff support to the Bureau Commander

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Must be able to safely perform all the essential duties and responsibilities as outlined in the Police Officer Job Description for this rank and all subordinate ranks.
- Supervises the work of subordinate Officers and coordinates the operational activities of a Division, Unit or Section on an assigned shift.
- Develops and coordinates in-service training program for sworn and non-sworn personnel.
- Supervises internal investigations of alleged acts of misconduct.
- Researches, compiles, and prepares narrative and statistical reports.
- Responds to and prepares various business correspondences.
- Reviews citizen complaints and makes recommendations for appropriate course of action.
- Develops, prepares, and implements operational work procedures.
- Maintains time and attendance and other personnel records.
- Conducts inspections of Officers in the field.
- Assumes command in the absence of the Chief of Police.
- Prepares and monitors the budget.
- Assists in supervising subordinate officers engaged in the investigation of crimes.
- Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

**EDUCATION AND/OR EXPERIENCE**

- Associate's degree preferred.
- Three (3) years of continuous services as Sergeant with the City of Montgomery Police Department preferred or another agency.
- TCOLE certified.
- Texas Class C Driver's License.
- Must pass criminal background check and drug screen.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*



**City of Montgomery, TX  
Police Lieutenant  
Job Description**

Item 5.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of City Ordinance, Federal, State, and City laws and statutes, to include search and seizure methods.
- Knowledge of general order/code of conduct.
- Knowledge of departmental policies, procedures and safety rules and regulations.
- Knowledge of Open Records Act.
- Knowledge of and skilled in police patrol and law enforcement procedures, including arrest and defense techniques/methods, search, seizure, and investigation techniques.
- Knowledge of safety regulations applicable to motorized vehicles and equipment and ability to safely operate vehicles.
- Knowledge of supervisory principles and methods.
- Knowledge of geography of the city.
- Knowledge of police identification operations.
- Skilled in written and verbal communication.
- Skilled in the usage of weapons
- Skilled in the operation of police mobile data terminal to include radios, computers, cell phones, pagers, and other assigned gear.
- Ability to coordinate unit operation criteria and schedule necessary manpower.
- Ability to prepare clear and concise reports.
- Ability to review case files, arrest, and search warrants.
- Ability to conduct interrogations.
- Ability to solve problems in situations where all facts are not available, in a calm and professional manner while evaluating uncertain or conflicted information, making appropriate decisions based on law.
- Ability to establish and maintain positive working relationships within the community and among fellow employees.
- Ability to enforce city, state, and federal laws.
- Ability to pursue and subdue violent individuals.
- Ability to de-escalate stressed, emotional, or aggressive individuals in stressful situations.

**PHYSICAL DEMANDS AND LOCATION**

- The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job which the employee will encounter.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over.
- The employee must have normal vision, hearing and understandable articulation.
- The employee must occasionally lift and/or move objects or people weighing up to one hundred (100) pounds.
- The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extremely hot and cold temperatures.



**City of Montgomery, TX  
Police Lieutenant  
Job Description**

Item 5.

- The employee is occasionally exposed to personal risk while working in dangerous and life-threatening situations and while driving or riding in a police vehicle at high rates of speed.
- The employee is exposed to personal risk while working with persons under the influence of drugs and alcohol, convicts and felons.
- The noise level of the work environment ranges from generally quiet to moderately loud.
- When required, each person employed in the position described by this job description will perform the duties of any other position within the department of employment for which such person may be deemed qualified. Temporary assignment to any position or classification may result from the temporary absence of full-time employees assigned to such classification, because of short-term demand exceeding the capacity of employees assigned to the performance of such duties but not deemed of sufficient duration to require additional full-time personnel, or to ensure the performance of occasional duties not requiring full time personnel. Temporary assignments may be of varying duration but shall not be deemed to imply the existence of available positions within the classification of temporary assignment or to require the creation of additional positions or classifications not justified by reasonable business necessity.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX**  
**Sergeant Detective/Investigator**  
**Job Description**

Item 5.

**Department:** Police  
**Immediate Supervisor:** Police Lieutenant  
**FLSA:** Non-Exempt  
**Pay Grade:** 110

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This is a mid-level level supervisor professional full-time position with the City's Police Department. A Detective in the Montgomery Police Department conducts specialized functions of criminal investigations. Incumbent may be assigned to property or person cases and is responsible for responding to the scenes of crimes, conduct preliminary and/or follow-up investigations, preparing the required investigative reports, apprehending the suspect, preparing the case for a successful prosecution, and testifying in court. The Sergeant Investigator will also double as a patrol supervisor during certain times of the day.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Processes crime scenes to investigate criminal cases; reconstructs crime events; interviews complainants, suspects, and witnesses; prepares photo lineups; writes preliminary and supplemental reports; prepares and executes arrest or search warrants; enforces various laws; conducts surveillance; conducts research; recovers stolen property and communicates information to various sources.
- Prepares documentation, reports and supplemental narratives using a computer; conducts research; prepares packets for District Attorney; faxes, emails, and/or copies required documents; prepares affidavits for arrest, executes search or seizure of persons or vehicles; and compiles and sorts evidence or property secured at the crime scene.
- Performs other duties such as managing funds for investigative tools, office equipment, and emergency scene management needs; acts as liaison with local media; remains on call on a rotating basis; testifies in court; files criminal cases; and establishes and maintains cooperative relationships with area law enforcement agencies.
- Maintains training and education standards by attending development opportunities or classes required by the State of Texas to maintain certification.
- Performs other related duties as assigned; being a small department the investigator will need to be willing and ready to work as patrol supervisor.
- Subject to 24-hour recall.

**EDUCATION AND/OR EXPERIENCE**

- Associate's degree preferred.
- Five (5) years of continuous service with the City of Montgomery's Police Department or another agency.
- TCOLE Instructor's Certification preferred.
- Texas Class C Driver's License.
- Must pass criminal background check and drug screen.



**City of Montgomery, TX  
Sergeant Detective/Investigator  
Job Description**

Item 5.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of City Ordinance, Federal, State, and City laws and statutes, to include search and seizure methods.
- Knowledge of general order/code of conduct.
- Knowledge of departmental policies, procedures and safety rules and regulations.
- Knowledge of Open Records Act.
- Knowledge of and skilled in police patrol and law enforcement procedures, including arrest and defense techniques/methods, search, seizure, and investigation techniques.
- Knowledge of safety regulations applicable to motorized vehicles and equipment and ability to safely operate vehicles.
- Knowledge of supervisory principles and methods.
- Knowledge of geography of the city.
- Knowledge of police identification operations.
- Skilled in written and verbal communication.
- Skilled in the usage of weapons.
- Skilled in the operation of police mobile data terminal to include radios, computers, cell phones, pagers, and other assigned gear.
- Ability to coordinate unit operation criteria and schedule necessary manpower.
- Ability to prepare clear and concise reports.
- Ability to review case files, arrest, and search warrants.
- Ability to conduct interrogations.
- Ability to solve problems in situations where all facts are not available, in a calm and professional manner while evaluating uncertain or conflicted information, making appropriate decisions based on law.
- Ability to establish and maintain positive working relationships within the community and among fellow employees.
- Ability to enforce city, state, and federal laws.
- Ability to pursue and subdue violent individuals.
- Ability to de-escalate stressed, emotional, or aggressive individuals in stressful situations.

**PHYSICAL DEMANDS AND LOCATION**

- The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job which the employee will encounter.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over.
- The employee must have normal vision, hearing and understandable articulation.
- The employee must occasionally lift and/or move objects or people weighing up to one hundred (100) pounds.





**City of Montgomery, TX**  
**Sergeant Detective/Investigator**  
**Job Description**

Item 5.

- The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extremely hot and cold temperatures.
- The employee is occasionally exposed to personal risk while working in dangerous and life-threatening situations and while driving or riding in a police vehicle at high rates of speed.
- The employee is exposed to personal risk while working with persons under the influence of drugs and alcohol, convicts and felons.
- The noise level of the work environment ranges from generally quiet to moderately loud.
- When required, each person employed in the position described by this job description will perform the duties of any other position within the department of employment for which such person may be deemed qualified. Temporary assignment to any position or classification may result from the temporary absence of full-time employees assigned to such classification, because of short-term demand exceeding the capacity of employees assigned to the performance of such duties but not deemed of sufficient duration to require additional full-time personnel, or to ensure the performance of occasional duties not requiring full time personnel. Temporary assignments may be of varying duration but shall not be deemed to imply the existence of available positions within the classification of temporary assignment or to require the creation of additional positions or classifications not justified by reasonable business necessity.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX**  
**Patrol Sergeant**  
**Job Description**

Item 5.

**Department:** Police  
**Immediate Supervisor:** Police Lieutenant  
**FLSA:** Non-Exempt  
**Pay Grade:** 109

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The position of Sergeant may be assigned to a division, unit, or section and serves as the first line supervisor of assigned personnel. Depending on the assignment, the Sergeant may be next in authority to a Lieutenant, or Police Chief. The Sergeant shall be responsible for the supervisory and operational duties within his/her job assignment.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Conducts briefing sessions with assigned personnel and disseminates information in a timely manner.
- Ensures accurate records are kept on assigned personnel, including leave, overtime, and job performance.
- Responsible for the performance, discipline, conduct, and appearance of all assigned personnel.
- Ensures all personnel report for duty or are properly excused and account for all personnel and their work at the end of the day.
- Evaluates the performance of assigned personnel and assists in the preparation and review of performance appraisals.
- Maintains a Critical Incident Log regarding job performance.
- Reviews completed crime, accident, or arrest reports prepared by assigned personnel.
- Maintains discipline and authority to reprimand in accordance with departmental policy.
- Fosters high morale and motivation among assigned personnel to accomplish division/department objectives.
- Assumes command of field incidents (large disturbances, major fire scenes, barricaded suspects, hostage incidents, serious crimes) until relieved by higher authority, per departmental policy.
- Responsible for the proper operational performance and supervision of assigned personnel.
- Works directly with personnel, assisting, observing, mentoring, and evaluating their performance.
- Maintains close coordination with other work units and shifts to effectively achieve assigned objectives.
- Acts in the capacity of station commander in the absence of higher-ranking authority.
- Performs administrative duties as assigned, including planning, coordination, organizing, and directing activities of assigned personnel.
- Submits written reports to supervisors, accurately reflecting problems, solutions, services, or activities of the unit/shift.
- Receives and processes leave and training requests from assigned personnel.
- Submits reports regarding personnel and equipment as necessary.
- Submits training requests to improve personnel functions or work unit efficiency.



## City of Montgomery, TX Patrol Sergeant Job Description

Item 5.

- Ensures prompt obedience and full compliance with legitimate orders from higher authority.
- Assists in developing departmental programs related to training, job performance improvement, public confidence, and efficient use of resources.
- Responsible for ensuring the proper performance and supervision of all assigned personnel.
- Appropriately assign tasks and responsibilities to personnel to achieve divisional/unit objectives.
- Ensures all assigned personnel follow departmental policies, procedures, and ethical standards.
- Sets an example for subordinates in terms of ethical standards, appearance, courtesy, and performance of police services.

### **EDUCATION AND/OR EXPERIENCE**

- Associate's degree preferred.
- Five (5) years of continuous service with the City of Montgomery's Police Department or another agency.
- TCOLE Instructor's Certification preferred.
- Texas Class C Driver's License.
- Must pass criminal background check and drug screen.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of City Ordinance, Federal, State, and City laws and statutes, to include search and seizure methods.
- Knowledge of general order/code of conduct.
- Knowledge of departmental policies, procedures and safety rules and regulations.
- Knowledge of Open Records Act.
- Knowledge of and skilled in police patrol and law enforcement procedures, including arrest and defense techniques/methods, search, seizure, and investigation techniques.
- Knowledge of safety regulations applicable to motorized vehicles and equipment and ability to safely operate vehicles.
- Knowledge of supervisory principles and methods.
- Knowledge of geography of the city.
- Knowledge of police identification operations.
- Skilled in written and verbal communication.
- Skilled in the usage of weapons.
- Skilled in the operation of police mobile data terminal to include radios, computers, cell phones, pagers, and other assigned gear.
- Ability to coordinate unit operation criteria and schedule necessary manpower.
- Ability to prepare clear and concise reports.
- Ability to review case files, arrest, and search warrants.
- Ability to conduct interrogations.



## City of Montgomery, TX Patrol Sergeant Job Description

Item 5.

- Ability to solve problems in situations where all facts are not available, in a calm and professional manner while evaluating uncertain or conflicted information, making appropriate decisions based on law.
- Ability to establish and maintain positive working relationships within the community and among fellow employees.
- Ability to enforce city, state, and federal laws.
- Ability to pursue and subdue violent individuals.
- Ability to de-escalate stressed, emotional, or aggressive individuals in stressful situations.

### PHYSICAL DEMANDS AND LOCATION

- The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job which the employee will encounter.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. The employee must have normal vision, hearing and understandable articulation.
- The employee must occasionally lift and/or move objects or people weighing up to one hundred (100) pounds.
- The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extremely hot and cold temperatures.
- The employee is occasionally exposed to personal risk while working in dangerous and life-threatening situations and while driving or riding in a police vehicle at high rates of speed. The employee is exposed to personal risk while working with persons under the influence of drugs and alcohol, convicts and felons.
- The noise level of the work environment ranges from generally quiet to moderately loud.
- When required, each person employed in the position described by this job description will perform the duties of any other position within the department of employment for which such person may be deemed qualified. Temporary assignment to any position or classification may result from the temporary absence of full-time employees assigned to such classification, because of short-term demand exceeding the capacity of employees assigned to the performance of such duties but not deemed of sufficient duration to require additional full-time personnel, or to ensure the performance of occasional duties not requiring full time personnel. Temporary assignments may be of varying duration but shall not be deemed to imply the existence of available positions within the classification of temporary assignment or to require the creation of additional positions or classifications not justified by reasonable business necessity.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX**  
**Police Officer**  
**Job Description**

Item 5.

**Department:** Police  
**Immediate Supervisor:** Police Sergeant  
**FLSA:** Non-Exempt  
**Pay Grade:** 108

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

A Police Officer within the city of Montgomery are responsible for the enforcement of state and local laws within the City.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Answers police calls for service.
- Responds appropriately to critical situations; applies police procedures.
- Investigates crimes and accidents.
- Prepares incident, accident and arrest reports.
- Processes minor crime scenes for fingerprints.
- Serves arrest warrants and criminal summons.
- Conducts follow-up investigations on case assignments.
- Serves subpoenas.
- Works traffic details and assignments.
- Attends and testifies in court.
- Investigates narcotics and criminal activities.
- Writes and serves search warrants.
- Works varied shifts as required.
- Operates, inventories and/ or calibrates equipment such as breath alcohol sensors, Tasers, cameras, computers, weapons and other equipment.
- Participates in and organizes community-oriented policing activities.
- Performs the duties of patrol officer, traffic safety officer, school resource officer, criminal investigator, recruitment officer, community service officer, narcotics officer, or other position as assigned.
- Performs other related duties as assigned.

**EDUCATION AND/OR EXPERIENCE**

- High School diploma or GED equivalent required.
- Two (2) years of experience in related field.
- Texas Class C Driver's License.
- Must pass criminal background check and drug screen.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*



**City of Montgomery, TX**  
**Police Officer**  
**Job Description**

Item 5.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of City Ordinance, Federal, State, and City laws and statutes, to include search and seizure methods.
- Knowledge of general order/code of conduct.
- Knowledge of departmental policies, procedures and safety rules and regulations.
- Knowledge of Open Records Act.
- Knowledge of and skilled in police patrol and law enforcement procedures, including arrest and defense techniques/methods, search, seizure, and investigation techniques.
- Knowledge of safety regulations applicable to motorized vehicles and equipment and ability to safely operate vehicles.
- Knowledge of supervisory principles and methods.
- Knowledge of geography of the city.
- Knowledge of police identification operations.
- Skilled in written and verbal communication.
- Skilled in the usage of weapons.
- Skilled in the operation of police mobile data terminal to include radios, computers, cell phones, pagers, and other assigned gear.
- Ability to coordinate unit operation criteria and schedule necessary manpower.
- Ability to prepare clear and concise reports.
- Ability to review case files, arrest, and search warrants.
- Ability to conduct interrogations.
- Ability to solve problems in situations where all facts are not available, in a calm and professional manner while evaluating uncertain or conflicted information, making appropriate decisions based on law.
- Ability to establish and maintain positive working relationships within the community and among fellow employees.
- Ability to enforce city, state, and federal laws.
- Ability to pursue and subdue violent individuals.
- Ability to de-escalate stressed, emotional, or aggressive individuals in stressful situations.

**PHYSICAL DEMANDS AND LOCATION**

- The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job which the employee will encounter.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over.
- The employee must have normal vision, hearing and understandable articulation.
- The employee must occasionally lift and/or move objects or people weighing up to one hundred (100) pounds.
- The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extremely hot and cold temperatures.



**City of Montgomery, TX**  
**Police Officer**  
**Job Description**

Item 5.

- The employee is occasionally exposed to personal risk while working in dangerous and life-threatening situations and while driving or riding in a police vehicle at high rates of speed.
- The employee is exposed to personal risk while working with persons under the influence of drugs and alcohol, convicts and felons.
- The noise level of the work environment ranges from generally quiet to moderately loud.
- When required, each person employed in the position described by this job description will perform the duties of any other position within the department of employment for which such person may be deemed qualified. Temporary assignment to any position or classification may result from the temporary absence of full-time employees assigned to such classification, because of short-term demand exceeding the capacity of employees assigned to the performance of such duties but not deemed of sufficient duration to require additional full-time personnel, or to ensure the performance of occasional duties not requiring full time personnel. Temporary assignments may be of varying duration but shall not be deemed to imply the existence of available positions within the classification of temporary assignment or to require the creation of additional positions or classifications not justified by reasonable business necessity.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX  
PD Executive Assistant  
Job Description**

Item 5.

**Department:** Police  
**Immediate Supervisor:** Chief of Police  
**FLSA:** Non-Exempt  
**Pay Grade:** 105

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under general direction, performs a variety of responsible, complex, and highly confidential administrative, technical, and secretarial support duties primarily for the Police Chief. Exercises initiative, judgment, and tact in responding to and dealing with other law enforcement agencies, members of the community, and public officials. Provides functional and technical supervision over clerical and administrative staff.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Performs administrative, technical, and secretarial support functions for the Police Chief.
- Exercises initiative and judgment while maintaining confidentiality and discretion.
- Manages multiple calendars and schedules, arrange travel, and handle communication (calls, emails, mail).
- Provides administrative support for Internal Affairs Investigations, ensuring compliance with relevant regulations.
- Supports Skelly Hearing procedures, document preparation, and timeline management.
- Facilitates the preparation of Council Agenda items and manages the distribution of Policy, Procedure, and Personnel Orders.
- Assists in coordinating Department Accreditation processes and other related projects.
- Sorts and disseminates time-sensitive documents for the Police Chief and other departments.
- Provides support to City commissions, committees, and task forces by preparing agendas, attending meetings, and taking minutes.
- Maintains confidential records, including background, training, and personnel files for the Police Chief.
- Files records and follow retention guidelines.
- Sends cases to District Attorney's Office, process FOIA requests and process subpoenas. (this includes both written reports and videos), and complete NIBRS reporting.
- Coordinates and plans events such as community open houses, awards ceremonies, and other departmental functions.
- Leads the department's Social Media effort, plan monthly themes, and manage emergency and safety-related social media responses.
- Monitors and responds to social media platforms after hours as needed for emergencies and notifications.
- Assists with the annual audit and budget preparations, including accounts payable and receivable and maintaining the Chief's spreadsheet.
- Assists with grant writing, monitoring, and reporting.





**City of Montgomery, TX  
PD Executive Assistant  
Job Description**

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages internal process and manages any process changes.
- Maintains employee access cards and IDs.
- Performs legal research as needed.

**EDUCATION AND/OR EXPERIENCE**

- High School Diploma or GED equivalent required.
- Two (2) years of relevant work experience.
- Texas Class C Driver's License.
- Must pass criminal background check and drug screen.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of departmental codes, procedures, and applicable laws and regulations.
- Knowledge of office management, administrative systems, and records management.
- Knowledge of the organization and operations of public agencies and the role of City officials and departments.
- Skilled in business letter writing, report preparation, and arithmetic/statistical techniques.
- Skilled in using office equipment, including computers, software applications, and modern office tools.
- Skilled in analytical and problem-solving skills, with the ability to implement process improvements.
- Ability to communicate effectively in writing and orally, demonstrating professionalism and customer service skills.
- Ability to prioritize and manage multiple tasks, meet deadlines, and work with minimal direction.
- Ability to maintain confidentiality and manage sensitive information with discretion.
- Ability to work effectively with both internal and external stakeholders, including the public and other law enforcement agencies.

**PHYSICAL DEMANDS AND LOCATION**

- Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures.
- Employees may be required to work on evenings, weekends, and holidays, and participates in afterhours on-call assignments.





**City of Montgomery, TX  
PD Executive Assistant  
Job Description**

Item 5.

**PHYSICAL DEMANDS AND LOCATION**

- The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and carry computer and other equipment, reports and records that typically weigh less than 10 pounds; may move heavy and/or awkward objects to gain access to computer networks.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## City of Montgomery, TX Police Cadet Job Description

Item 5.

**Department:** Police  
**Immediate Supervisor:** Police Training Officer  
**FLSA:** Non-Exempt  
**Pay Grade:** 105

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Police Cadet position is an entry-level role designed for individuals interested in pursuing a career in law enforcement. Cadets will undergo comprehensive training to prepare for the responsibilities of a police officer. This position involves both classroom instruction and practical field training under the supervision of experienced officers.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Participates in a structured training program that includes physical fitness, defensive tactics, firearms training, and legal education.
- Assists with administrative tasks and supports police officers in various duties.
- Observes and learns from experienced officers during patrols, investigations, and community interactions.
- Attends and successfully completes all required training sessions and examinations.
- Maintains a high level of physical fitness and adheres to departmental standards and regulations.
- Demonstrates a commitment to public service and community engagement.

### **EDUCATION AND/OR EXPERIENCE**

- High School diploma or GED equivalent.
- Must be 21 years old with no felony convictions or disqualifying criminal histories.
- Ability to pass physical fitness test and medical examination.
- Ability to meet physical demands of the training program, including running, lifting, and defensive tactics.
- Texas Class C driver's license.
- Must pass criminal background check and drug screen.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**



**City of Montgomery, TX  
Police Cadet  
Job Description**

Item 5.

**PHYSICAL DEMANDS AND LOCATION**

- The physical demands and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job which the employee will encounter.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over.
- The employee must have normal vision, hearing and understandable articulation.
- The employee must occasionally lift and/or move objects or people weighing up to one hundred (100) pounds. The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extremely hot and cold temperatures.
- The employee is occasionally exposed to personal risk while working in dangerous and life-threatening situations and while driving or riding in a police vehicle at high rates of speed.
- The employee is exposed to personal risk while working with persons under the influence of drugs and alcohol, convicts and felons.
- The noise level of the work environment ranges from generally quiet to moderately loud.
- When required, each person employed in the position described by this job description will perform the duties of any other position within the department of employment for which such person may be deemed qualified. Temporary assignment to any position or classification may result from the temporary absence of full-time employees assigned to such classification, because of short-term demand exceeding the capacity of employees assigned to the performance of such duties but not deemed of sufficient duration to require additional full-time personnel, or to ensure the performance of occasional duties not requiring full time personnel. Temporary assignments may be of varying duration but shall not be deemed to imply the existence of available positions within the classification of temporary assignment or to require the creation of additional positions or classifications not justified by reasonable business necessity.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX**  
**Public Works Director**  
**Job Description**

Item 5.

**Department:** Public Works  
**Immediate Supervisor:** City Administrator  
**FLSA:** Exempt  
**Pay Grade:** 114

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Incumbent is responsible for overseeing the entire public works department. The role requires a combination of leadership, strategic planning, and operational management to ensure that public infrastructure and services are effectively maintained and improved

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Directs the department, providing guidance and leadership to staff at all levels.
- Works with local government officials to develop policies, secure funding, and ensure that public works priorities align with community needs.
- Prepares and manages the department's annual budget, ensuring that resources are allocated effectively to support essential services and capital projects.
- Develops and implements policies and procedures for the public works department, ensuring compliance with local, state, and federal regulations.
- Ensures that all public works activities meet safety standards, environmental regulations, and legal requirements.
- Oversees safety programs to mitigate risks, such as accidents, environmental hazards, or costly damage to public infrastructure.
- Directs large-scale public works projects, including road construction, bridge repairs, utility upgrades, and park development. Ensures projects are completed on time, within scope, and within budget.
- Ensures the timely and efficient maintenance and repair of public infrastructure, including streets, sewers, water systems, and public buildings.
- Oversees the department's response to emergencies, such as natural disasters, snowstorms, flooding, or accidents involving public infrastructure.
- Attends city council meetings, public forums, and other community events to present departmental updates and gather feedback.
- Prepares and presents regular reports on departmental activities, project statuses, and financial performance to elected officials and the public.
- Establishes performance indicators to measure the effectiveness of public works operations, including response times, project completion rates, and budget adherence.
- Ensures that public works projects comply with environmental regulations and contribute positively to the community's long-term sustainability goals.



**City of Montgomery, TX  
Public Works Director  
Job Description**

Item 5.

**EDUCATION AND/OR EXPERIENCE**

- Bachelor's degree in related field.
- Five (5) years of progressively responsible experience.
- Class C Texas Groundwater/Water Distribution Operator License and Class C Wastewater or Class II Sewer Collection Operator License.
- Valid Class B Commercial Texas Driver's License
- Preferred requirements include: Valid Class A Texas Commercial Driver's License, Class B Texas Groundwater/Water Distribution Operator License, Class B Wastewater, or Class III Sewer Collection Operator License, experience in a supervisory role, and knowledge of basic computer operations to include MS Office Suite programs
- Must possess a valid State of Texas Driver's License.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

**PHYSICAL DEMANDS AND LOCATION**

- Physical requirements include lifting up to 100 pounds.
- Subject to standing, sitting, walking, climbing, squatting, kneeling and working in cramped and strained positions for long periods of time to perform job scope.
- Working conditions are primarily outside with frequent exposure to heat, cold, and inclement weather; water/wastewater; mechanical, electrical, chemical and confined space hazards; offensive fumes; excessive noise; and animals, snakes and poisonous insects.
- Required to comply with requirements for personal protective equipment.
- Operate a company vehicle and equipment daily.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX**  
**Public Works Superintendent**  
**Job Description**

Item 5.

**Department:** Public Works  
**Immediate Supervisor:** Public Works Director  
**FLSA:** Non-Exempt  
**Pay Grade:** 110

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Public Works Superintendent performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the construction, operation, maintenance, and replacement of City water, sewer, parks, streets, drainage, and facilities. Works under the general supervision of the Public Works Director. This position is considered essential personnel, which is required to be present during all emergency and weather-related events for the duration, including being subject to 24-hour call outs, plus any City special events, as required by your supervisor. This position is responsible for providing direct supervision of the Public Works Foreman, as well as secondary supervision of all Crew Leader/Maintenance Technician II positions and Maintenance Technician I positions.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Supervises staff; plans, assigns, monitors, evaluates, establishes, and modifies work schedules, methods, and procedures.
- Advises the Public Works Director in matters relating to department activities and problems found in water, sewer, parks, streets, drainage, and facilities maintenance.
- Mentors personnel and assist in annual performance evaluations. Ensures all employees maintain proper procedures, maintenance, and safety expectations.
- Solicits bids from vendors and serve as main point of contact, ensuring appropriate and timely work performed to the standards of the City. Areas of responsibility include, but are not limited to, Water/Wastewater Operations, Right of Way, and Facility mowing contracts.
- Assists in development of annual budget and manages budget, ensuring appropriate use of funds and monitoring contracts, inventory, and auditing of funds. Maintains all associated records in accordance with all legal requirements.
- Operates and maintains light and heavy equipment, backhoe with front end loader, and 6-cubic yard dump trailer, etc. as needed.
- Assists the Public Works Director with any tasks being performed.

**EDUCATION AND/OR EXPERIENCE**

- High School diploma or GED equivalent required.
- Five (5) years of experience in Public Works or utility operations.
- Class C Texas Groundwater/Water Distribution Operator License and Class C Wastewater or Class II Sewer Collection Operator License.
- Valid Class B Commercial State of Texas Driver's License.
- Preferred requirements include: Valid Class A Texas Commercial Driver's License, Class B Texas Groundwater/Water Distribution Operator License, Class B Wastewater, or Class III Sewer



**City of Montgomery, TX  
Public Works Superintendent  
Job Description**

Item 5.

- Collection Operator License, experience in a supervisory role, and knowledge of basic computer operations to include MS Office Suite programs.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

**PHYSICAL DEMANDS AND LOCATION**

- Physical requirements include lifting up to 100 pounds.
- Subject to standing, sitting, walking, climbing, squatting, kneeling and working in cramped and strained positions for long periods of time to perform job scope.
- Working conditions are primarily outside with frequent exposure to heat, cold, and inclement weather; water/wastewater; mechanical, electrical, chemical and confined space hazards; offensive fumes; excessive noise; and animals, snakes and poisonous insects.
- Required to comply with requirements for personal protective equipment.
- Operate a company vehicle and equipment daily.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## City of Montgomery, TX Public Works Foreman

Item 5.

**Department:** Public Works  
**Immediate Supervisor:** Public Works Superintendent  
**FLSA:** Non- Exempt  
**Pay Grade:** 109

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Public Works Foreman performs a variety of supervisory, administrative, skilled, technical, and maintenance work in the construction, operation, maintenance, and replacement of City water, sewer, parks, streets, drainage, and facilities. Works under the general supervision of the Director of Public Works. This position is considered essential personnel, which is required to be present during all emergency and weather-related events for the duration, including being subject to 24-hour call outs, plus any City special events, as required by your supervisor. This position provides direct supervision of all Crew Leader/Maintenance Technician II positions and Maintenance Technician I positions.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Ensures the proper maintenance of equipment and tools before and after each use.
- Completes inventory of supplies as needed.
- Provides direct supervision of crews, including assigning tasks, ensuring safety protocols are followed, and trains employees as needed.
- Assists in development and management of yearly operating budgets.
- Maintains accurate and concise records to include inventory control and equipment maintenance.
- Assists in the purchase of tools and supplies as needed.
- Operates and maintains light and heavy equipment, backhoe with front end loader, and 6-cubic yard dump trailer, etc. as needed.
- Reports and documents on issues with personnel, equipment, or infrastructure in a timely manner.
- Responds to emergency situations as needed.

### **EDUCATION AND/OR EXPERIENCE**

- High School diploma or GED equivalent required.
- Three (3) years of experience in Public Works or utility operations.
- Class C Texas Groundwater/Water Distribution Operator License and Class C Wastewater or Class II Sewer Collection Operator License.
- Valid Class B Commercial State of Texas Driver's License.
- Preferred requirements include: Valid Class A Texas Commercial Driver's License, Class B Texas Groundwater/Water Distribution Operator License, Class B Wastewater, or Class III Sewer Collection Operator License, experience in a supervisory role, and knowledge of basic computer operations to include MS Office Suite programs.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*





**City of Montgomery, TX  
Public Works Foreman**

Item 5.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

**PHYSICAL DEMANDS AND LOCATION**

- Physical requirements include lifting up to 100 pounds.
- Subject to standing, sitting, walking, climbing, squatting, kneeling and working in cramped and strained positions for long periods of time to perform job scope.
- Working conditions are primarily outside with frequent exposure to heat, cold, and inclement weather; water/wastewater; mechanical, electrical, chemical and confined space hazards; offensive fumes; excessive noise; and animals, snakes and poisonous insects.
- Required to comply with requirements for personal protective equipment.
- Operate a company vehicle and equipment daily.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX**  
**Maintenance Technician II/Crew Leader**  
**Job Description**

Item 5.

**Department:** Public Works  
**Immediate Supervisor:** Public Works Foreman  
**FLSA:** Non-Exempt  
**Pay Grade:** 105

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Maintenance Technician II/Crew Leader performs a variety of intermediate skilled duties including the operation of water, sewer, and storm drainpipe maintenance and construction. Provides basic assessments of the condition of water, sewer, and storm drain systems, maintaining manholes and storm drain boxes, and helps complete repairs, replacement, and rehabilitation to the system. This position would also include maintenance of City parks and facilities, street maintenance and repairs, along with inventory and replacement of street signage, and other related duties as required. This position is considered essential personnel, which is required to be present during all emergency and weather-related events for the duration, including being subject to 24-hour callouts, plus any City special events, as required by your supervisor. This position provides guidance to any Maintenance Technician I, when required.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Installs and maintains water taps, hydrants, valves, under supervision as needed.
- Repairs of main breaks and service leaks, under supervision as needed.
- Installs and maintains sewer mains, taps, manholes, under supervision as needed.
- Works on sewer main breaks, operates roter machine for sewer backups.
- Works on pumps and motors, climbs ground storage tanks at water plants.
- Reads meters and disconnect, reconnects turn off list when needed.
- Operates and maintains light and heavy equipment, backhoe with front end loader, and 6-cubic yard dump trailer, etc.
- Stocks vehicles with necessary equipment and materials.
- Daily operation and maintenance of City parks, including playground equipment, restrooms, trash receptacles, light fixtures and pressure washing sidewalks.
- Street and drainage maintenance, culvert maintenance, pothole repairs, grades ditches, empties trash receptacles in the Historic District of City.
- Assists with City's water/sewer operator during repairs and maintenance of City's wastewater treatment plants, water plants, and lift stations.
- Cleans, organizes, and maintains facilities, tools, and equipment.
- Sets up work zone areas for traffic control. Promotes and practices a safe working environment.
- Assists Foreman with any tasks being performed.

**EDUCATION AND/OR EXPERIENCE**

- High School Diploma or GED equivalent required.
- Two (2) years of experience in Public Works or utility operations.



**City of Montgomery, TX**  
**Maintenance Technician II/Crew Leader**  
**Job Description**

Item 5.

- Class C Texas Groundwater/Water Distribution License and Class C Wastewater or Class II Sewer Collection license required within one (1) year of promotion or hire date.
- Valid Class C Texas Driver's License.
- Must possess a valid State of Texas Driver's License.
- Class A or B Texas Commercial Driver's License preferred.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

**PHYSICAL DEMANDS AND LOCATION**

- Physical requirements include lifting up to 100 pounds.
- Subject to standing, sitting, walking, climbing, squatting, kneeling and working in cramped and strained positions for long periods of time to perform job scope.
- Working conditions are primarily outside with frequent exposure to heat, cold, and inclement weather; water/wastewater; mechanical, electrical, chemical and confined space hazards; offensive fumes; excessive noise; and animals, snakes and poisonous insects.
- Required to comply with requirements for personal protective equipment.
- Operates a company vehicle and equipment daily.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX**  
**Public Works Executive Assistant**  
**Job Description**

Item 5.

**Department:** Public Works  
**Immediate Supervisor:** Public Works Director  
**FLSA:** Non-Exempt  
**Pay Grade:** 105

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This is an advanced level clerical position with financial duties. Incumbent works directly with the Public Works Department.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Prepares correspondence for the department.
- Prepares reports, spreadsheets and graphs.
- Utilizes photo editing and graphic creation software to update social media.
- Provides secondary audits for Utility Billing.
- Assists with emergency notifications.
- Assists with Accounts Payable and Accounts Receivable processing and filing.
- Assists with Annual Audit and Annual Budget preparation of documents.
- Assists with outgoing mail and correspondence.
- Schedules meetings as needed.
- Coordinates office supply ordering for department.
- Assists with coordination of special events.

**EDUCATION AND/OR EXPERIENCE**

- High School Diploma or GED equivalent required.
- Two (2) years of relevant work experience.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to be self-motivated and have excellent time management skills.
- Ability to plan, organize files.
- Ability to prepare financial calculations, with charts and graphs.
- Ability to prepare reports.
- Ability to gather and organize data and maintain office records.
- Ability to interpret policies and agreements/contracts.
- Ability to establish and maintain effective working relationships with staff, the general public, citizens and community groups.
- Ability to maintain office supply inventory for the department.
- Ability to work well with the public and staff.



**City of Montgomery, TX  
Public Works Executive Assistant  
Job Description**

Item 5.

- Skilled in written and oral communication skills.

**PHYSICAL DEMANDS AND LOCATION**

- Duties are generally performed at Public Works Office in an office environment. On occasion there will be times that warrant services to be performed at City Hall and outside the city.
- The employee must be able to operate a computer, printer, telephone, adding machine and/or calculator.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## City of Montgomery, TX Maintenance Technician I Job Description

Item 5.

**Department:** Public Works  
**Immediate Supervisor:** Public Works Foreman  
**FLSA:** Non-Exempt  
**Pay Grade:** 103

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

A Maintenance Technician performs a variety of intermediate skilled duties including the operation of water, sewer, and storm drainpipe maintenance and construction. Assists the Crew Leader with providing basic assessments of the condition of water, sewer, and storm drain systems, repairing manholes and storm drain boxes, and helps complete repairs, replacement, and rehabilitation to the system. This position would also include maintenance of City parks and facilities, street maintenance and repairs, along with inventory and replacement of street signage, and other related duties as required. This position is considered essential personnel, which is required to be present during all emergency and weather-related events for the duration, including being subject to 24-hour callouts, plus any City special events, as required by your supervisor. This position receives guidance from any Crew Leader/Maintenance Technician II, when required.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Installs and maintains water taps, hydrants, valves, under supervision as needed.
- Repairs of main breaks and service leaks, under supervision as needed.
- Installs and maintains sewer mains, taps, manholes, under supervision as needed.
- Works on sewer main breaks, operates roofer machine for sewer backups.
- Works on pumps and motors, climbs ground storage tanks at water plants.
- Reads meters and disconnect, reconnects turn off list when needed.
- Operates and maintains light and heavy equipment, backhoe with front end loader, and 6-cubic yard dump trailer, etc.
- Stocks vehicles with necessary equipment and materials.
- Daily operation and maintenance of City parks, including playground equipment, restrooms, trash receptacles, light fixtures and pressure washing sidewalks.
- Street and drainage maintenance, culvert maintenance, pothole repairs, grades ditches, empties trash receptacles in the Historic District of City.
- Assists with City's water/sewer operator during repairs and maintenance of City's wastewater treatment plants, water plants, and lift stations.
- Cleans, organizes, and maintains facilities, tools, and equipment.
- Sets up work zone areas for traffic control. Promotes and practices a safe working environment.
- Assists Crew Leader with any tasks being performed.



## City of Montgomery, TX Maintenance Technician I Job Description

Item 5.

### EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED equivalent required.
- One (1) year of experience in Public Works or utility operations.
- Obtain Class D Texas Water Operator License and Class I Sewer Collection Operator License within 1 year of employment anniversary.
- Valid Class C Texas Driver's License.
- Must possess a valid State of Texas Driver's License.
- Preferred requirements: Class A or B Texas Commercial Driver's License, Class D Water Operator License or Class I Sewer Collection Operator License.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

#### PHYSICAL DEMANDS AND LOCATION

- Physical requirements include lifting up to 100 pounds.
- Subject to standing, sitting, walking, climbing, squatting, kneeling and working in cramped and strained positions for long periods of time to perform job scope.
- Working conditions are primarily outside with frequent exposure to heat, cold, and inclement weather; water/wastewater; mechanical, electrical, chemical and confined space hazards; offensive fumes; excessive noise; and animals, snakes and poisonous insects.
- Required to comply with requirements for personal protective equipment.
- Operates a company vehicle and equipment daily.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX**  
**Head Docent**  
**Job Description**

Item 5.

**Department:** Public Works/Parks and Rec  
**Immediate Supervisor:** Public Works Director  
**FLSA:** Non-Exempt  
**Pay Grade:** 102

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Public Works Director, the Fernland Park Head Docent provides general assistance and quality visitor experience at Fernland Park. Fernland Park Docents answer questions and provide information about the park's features, natural, historic, and cultural resources. Fernland Park Docents may be involved with school field trips, public programs, special events, tours, and other programs related to interpretation and education.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Assists with the operation and maintenance of all facilities within the park.
- Collects Park fees and/or assist with retail operations within the park.
- Provides information and directions to Park visitors.
- Provides information on park facilities and events and responds to questions from the public in person, telephone and email.
- Assists with the development of park facilities, exhibits, and collections.
- Assists with the preparation and/or presentation of the interpretive programs and tours.
- Utilizes computers for research or operation, program development, scheduling, park related or directed tasks.
- Schedules and provides guided tours of the facility.
- Creates all docent work schedules.

**EDUCATION AND/OR EXPERIENCE**

- High School Diploma or GED equivalent required.
- Must attend and complete Docent training.
- Must be 18 years of age or older.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to wear designated identifying name tag while on duty.
- Ability to adhere to all City and Parks Department Policies and Procedures, including the Fernland Park Docent Guidelines.
- Ability to effectively communicate with visitors, staff, and other volunteers.
- Ability to establish and maintain effective cooperative and working relationships with the public, staff, and other volunteers.





**City of Montgomery, TX  
Head Docent  
Job Description**

Item 5.

**PHYSICAL DEMANDS AND LOCATION**

- This position is primarily located at Fernland Park, however, due to the nature of the position travel in and around the city may be required.
- The physical demands of this position require the ability to sit, stand, use hands to finger, eye and hand coordination. The employee will be required to carry, push, pull, lift, or hold up to 10 lbs. of equipment or furniture.
- Working conditions are primarily outside with exposure to heat, cold, and inclement weather; excessive noise; and animals, snakes and poisonous insects.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX**  
**Docent**  
**Job Description**

Item 5.

**Department:** Public Works/Parks and Rec  
**Immediate Supervisor:** Public Works Director  
**FLSA:** Non-Exempt  
**Pay Grade:** 101

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Public Works Director, the Fernland Park Docent provides general assistance and quality visitor experience at Fernland Park. Fernland Park Docents answer questions and provide information about the park's features, natural, historic, and cultural resources. Fernland Park Docents may be involved with school field trips, public programs, special events, tours, and other programs related to interpretation and education.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Assists with the operation and maintenance of all facilities within the park.
- Collects Park fees and/or assists with retail operations within the park.
- Provides information and directions to Park visitors.
- Provides information on park facilities and events and responds to questions from the public in person, telephone and email.
- Assists with the development of park facilities, exhibits, and collections.
- Assists with the preparation and/or presentation of the interpretive programs and tours.
- Utilizes computers for research or operation, program development, scheduling, park related or directed tasks.
- Schedule and provide guided tours of the facility.

**EDUCATION AND/OR EXPERIENCE**

- High School Diploma or GED equivalent required.
- Must attend and complete Docent training.
- Must be 18 years of age or older.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to wear designated identifying name tag while on duty.
- Ability to adhere to all City and Parks Department Policies and Procedures, including the Fernland Park Docent Guidelines.
- Ability to effectively communicate with visitors, staff, and other volunteers.
- Ability to establish and maintain effective cooperative and working relationships with the public, staff, and other volunteers.



**City of Montgomery, TX**  
**Docent**  
**Job Description**

Item 5.

**PHYSICAL DEMANDS AND LOCATION**

- This position is primarily located at Fernland Park, however, due to the nature of the position travel in and around the city may be required.
- The physical demands of this position require the ability to sit, stand, use hands to finger, eye and hand coordination. The employee will be required to carry, push, pull, lift, or hold up to 10 lbs. of equipment or furniture.
- Working conditions are primarily outside with exposure to heat, cold, and inclement weather; excessive noise; and animals, snakes and poisonous insects.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**City of Montgomery, TX**  
**Utility Billing Clerk**  
**Job Description**

Item 5.

**Department:** Administration  
**Immediate Supervisor:** Finance Director  
**FLSA:** Non-Exempt  
**Pay Grade:** 105

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Finance Director, the Utility Billing Clerk is responsible for maintaining customer utility account data, preparing, and mailing utility bills, entering utility payment data into the City's computer system, preparing reports, and assisting with citizen inquiries regarding utilities or other City services.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Manages utility consumption and uses data provided from field collection.
- Responsible for monitoring automated meter reads, correction of errors and manual input when necessary.
- Performs monthly utility billing process.
- Enters utility billing transfers in the City's computer system.
- Prepares and prints final utility notices and shut-off directives.
- Posts utility payments in the City's computer system.
- Assists with citizen inquiries and concerns regarding utilities or other City services.
- Handles customer complaints in a timely and professional manner.
- Facilitates and maintains records for payment agreements.
- Answers customer questions regarding problems with their account.
- Prepares various reports as directed.
- Coordinates with field staff for connects and disconnects.
- Posts, processes, and distributes deposit refunds.
- Posts utility billing adjustments.
- Balances cash drawer each day and prepares deposit.
- Operates office machines, such as copiers, scanners, fax machines, voice mail systems and computers.
- Follows department policies and procedures.

**EDUCATION AND/OR EXPERIENCE**

- High School Diploma or GED equivalent required.
- One (1) year of relevant work experience.
- Must possess a valid State of Texas Driver's License.
- Must pass criminal background check and drug screen.

*Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.*



**City of Montgomery, TX  
Utility Billing Clerk  
Job Description**

Item 5.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to operate computers and software is necessary to complete assignments, which may include accounting software, word processing, spreadsheets, and databases.
- Ability to maintain an organized filing system.
- Ability to read and interpret documents such as ordinances, agendas, operating and maintenance instructions and procedure manuals.
- Ability to work well with others.
- Ability to work with limited supervision.
- Ability to follow department policies and procedures, concentrate on tasks in the presence of distractions, prepare reports, type with speed and accuracy, count change correctly.
- Ability to communicate well with others via written, email, phone and in person settings.
- Ability to solve problems.
- Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals.
- Ability to carry out duties reliably and predictably.
- Skill in organization, public relations, and basic office procedures.
- Skill in handling dissatisfied customers.

**PHYSICAL DEMANDS AND LOCATION**

- This position is located at City Hall. Working within an office setting with a computer and telephone is the primary aspect of this position.
- The physical demands of this position require the ability to sit, stand, use hands to finger, eye and hand coordination. The employee is occasionally required to stand, walk, stoop, kneel and crouch.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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