



City of Dallas



Assistant Director of Development Services

Committed to Building a "Service First" Culture!



THE COMMUNITY

The vibrant spirit of Dallas, and its true Texas charm, provides an authentic experience that is world-class! As the ninth largest city in the United States and the third largest city in Texas, Dallas has over 1.3 million residents. The Dallas-Fort Worth-Arlington metropolitan area, commonly known as the Dallas Fort Worth (DFW) Metroplex has 120 cities and a population of more than 7.2 million and is the No. 1 visitor and leisure destination in Texas!

The community is proud of its diverse neighborhoods and attracts residents desiring both urban and affordable living. With many events and activities to choose from, Dallas has much to offer both tourists and area residents. The DFW region is the home of six major sports franchises including the Dallas Cowboys (NFL); Dallas Stars (NHL); Dallas Mavericks (NBA); Dallas Wings (WNBA); FC Dallas (MLS) and the Texas Rangers (MLB). The Dallas Arts District is the largest urban arts district in the United States, and Fair Park is home to the largest collection of Art Deco buildings in the country.

Known for business, Dallas is home to the third largest concentration of Fortune 500 companies. The greater DFW area boasts the 5th largest economy in the country and 10th largest in the world. The City's economy is primarily based on banking, commerce, telecommunications, technology, energy, healthcare and medical research, and transportation and logistics. Supporting both business and tourism, the Dallas-Fort Worth Airport is one of the largest and busiest airports in the world.

Dallas has more than 300 public and nearly 90 private primary and secondary schools. Also, the region is home to more than 40 higher education institutions, including the University of Texas Southwestern Medical School, Southern Methodist University, the University of North Texas, Texas Christian University, University of Texas at Arlington, and University of Texas at Dallas.

Dallas is also one of the most ethnically diverse major cities in the United States, with residents of Hispanic or Latino (42%), African-American (24%), Asian (5%), and Caucasian (29%) descent. The Dallas metropolitan area is recognized as having the sixth-largest concentration of members of the LGBTQ community among the 50 largest U.S. cities.

THE CITY

The City of Dallas operates under Council-Manager form of government with a Mayor and 14 City Council Members serving as district representatives. Under this form of government, the elected body sets policies for the operations of the City. The City Manager is appointed by the Mayor and City Council to serve as the chief administrator over the City government organization. The City Manager has an Executive Leadership Team which consists of seven Assistant City Managers and Chiefs. The City of Dallas is a full-service organization composed of more than 30+ departments. The City Manager oversees all departments and functions of the City except those of City Attorney, City Secretary, City Auditor, and judiciary, each of whom reports directly to the City Council. In addition, the Park and Recreation Department does not report directly to the City Manager but has its own board that is appointed by the City Council. Dallas has an FY 2021-22 operating budget of \$3.48 billion and capital budget of \$863 million for total of \$4.345 billion. The city currently has a total of 14,423 budgeted full-time employees.

THE VALUES OF SERVICE

The City of Dallas is building a **Service First** culture that is guided by the core values of *Empathy*, *Ethics*, *Excellence*, and *Equity*.

Empathy - We demonstrate compassion by listening and understanding.

Ethics - We believe in being transparent, open and honest.

Excellence - We are committed to continuous improvement.

Equity - We understand the diverse needs of the community we serve.



THE DEPARTMENT

The Development Services Department is committed to being a collaborative partner in the private development process. Development Services provides permit and plan review, approval, and inspection services for private development. The team strives to provide high-quality customer service, while also protecting the health, safety, and welfare of Dallas residents.

The Assistant Director of Development Services will specifically oversee the Engineering Division. The Engineering Division is responsible for reviewing subdivision plats and private development engineering plans, as well as overseeing the construction projects to ensure that the City's infrastructure is being built to City Code and adhering to the approved plans and contract documents. The Engineering Division is subdivided into three sections: Paving/Drainage Engineering, Water/Wastewater Engineering, and Survey Review. Each section requires a separate submittal/review of plats, plans, and construction administration.

For more information on the Dallas Development Services Department:

<https://dallascityhall.com/departments/sustainabledevelopment/pages/default.aspx>

THE POSITION

The Assistant Director of Development Services will supervise and manage a team responsible for the review of projects for public improvements by private development. This is accomplished by managing staff responsible for reviewing civil engineering plans for public infrastructure ensuring all design criteria, specifications, and requirements are met. The division managed by the Assistant Director also reviews preliminary plats, drainage plans related to private development, and legal descriptions for easements and right-of-way needed for public infrastructure. This position will also coordinate with developers, contractors, and consultants and candidates shall have knowledge in water, wastewater, and storm drain design. The new Assistant Director of Development Services:

- » Supervises and manages staff responsible for reviewing design and construction of public infrastructure improvements completed by private development.
- » Facilitates plan approvals, pre-construction meetings, and project close out; provides oversight for development related engineering permits.
- » Provides Council, City Management and Department assistance by answering questions and providing information related to public infrastructure requirements for private development.
- » Manages staff responsible for projects from the pre-construction meetings to close-out of construction project.
- » Coordinates and interacts with the civil review engineers, inspectors, and other City employees and citizens.
- » Manages escarpment review process.
- » Manages review of proportionality determinations on required infrastructure improvements for private development.
- » Assists in preparing departmental budget by providing supporting documentation and performance measurements and proposing appropriate staffing levels and enhancements to services.
- » Ability to provide administrative and professional supervision, leadership, and direction to subordinate staff.
- » Familiarity with State and local codes relative to the provision of public infrastructure.

ENGINEERING

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THE IDEAL CANDIDATE

The new Assistant Director will be an advocate and play an integral role in the positive impact development services has on the growing Dallas community. This tremendous role needs a dynamic and visionary leader to motivate and lead a high-functioning team and collaborate with a diverse and committed leadership team and community. The ideal candidate shall have experience in process improvement strategies such as Lean Six Sigma. The ideal candidate shall have a strong, transparent, and motivating leadership style that fosters a culture of respect and develops sustainable relationships and demonstrates adaptability to thrive in a complex and ever-changing environment. This new leader must have the technical expertise and knowledge of applicable principles and practices with planning and development; Citywide and departmental procedures/policies, zoning development codes, and federal and state rules and regulations. The new Assistant Director shall possess these additional core competencies:

- » **Forward-Thinking** – Fosters a vision and direction for department; seeks “best practices” for continued growth and effectiveness; develops short and long-range planning projects, strategies, priorities, goals, and objectives.
- » **Adaptable and Managing Change** – Adapts to ongoing challenges and capable of shifting in various directions due to changes in project priorities or issues; provides updates to City leadership on an ongoing basis.
- » **Results Oriented** – Provides a high level of customer service; leads the identification and development of roles, goals, and objectives. Identifies opportunities to achieve effective and efficient project delivery.
- » **Problem-Solving and Strategic Thinking** – Demonstrates the ability to propose and implement creative solutions to unique and complex development scenarios; makes informed decisions, and successfully addresses complex project challenges.
- » **Collaborative** – Has a professional presence suitable to successfully engaging with Consultants, Developers, City Management, City Council, county and state officials, and community stakeholders; serves as a departmental representative for City Council meetings, community meetings and project meetings.
- » **Leadership** – Demonstrates an enthusiastic and empowering workforce and creates an environment where ideas are fostered and nurtured; exhibits engaging and approachable behavior; listens attentively to understand the needs, intentions, and values of others
- » **Communication Skills** – Strong interpersonal, analytical, written, and verbal communication and presentation skills; handles sensitive situations with tact and diplomacy

EDUCATION/EXPERIENCE

Qualified candidates will have a Bachelors’ degree in Civil Engineering or a closely related field and at least 15 years of experience, including experience in development engineering, a minimum of 5 years in municipal experience in management in an engineering position. Knowledge of water, wastewater and stormwater utilities and each utility’s regulatory requirements. Combination of educational and professional experiences may be considered in meeting the required qualifications. Candidates must have a Professional Engineer License (PE).

COMPENSATION AND BENEFITS

The salary range for this position is **\$132,147 – \$198,221** and is commensurate with qualifications and experience of the successful candidate. Relocation assistance will also be available for the successful out of area candidate.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

First review of resumes will begin on **Friday, May 27, 2022**. To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references to: <https://www.cpshr.us/recruitment/1870>.

For additional information about this position please contact:



KYLIE WILSON
Senior Executive Recruiter
CPS HR Consulting
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Website: www.cpshr.us

Resumes will be reviewed by the consultant and sent to the city for further consideration. Candidates deemed to have the most relevant qualifications will be invited to interview with the city and will need to also submit their materials through the City’s portal as part of their hiring process. Media checks, and a comprehensive reference and background check will be performed on final candidates.

