



City of Dallas



Director of Sanitation 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 Dallas 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, and the University of Texas at Arlington.

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 2020-21 operating budget of \$2.9 billion and capital budget of \$879 million. The City currently employs a staff of over 13,000 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 Department of Sanitation is comprised of over 500 employees and 200 temporary laborers, as well as an estimated annual budget of over \$120 million. The Department of Sanitation proudly serves City of Dallas residents by providing them with programs and services that effectively and efficiently manage municipal solid waste generated within the City of Dallas. Programs and services include the following:

- » Garbage Collection
- » Single-stream Recycle Collection
- » Residential Brush and/or Bulk Collection
- » Recycling Drop-off Locations
- » E-waste Drop-off Locations
- » Household Hazardous Waste Collection Events (in partnership with Dallas County)
- » Cost-Plus Service
- » Pack-Out Service
- » Helping Hands Service

Sanitation Services serves approximately 240,000 households in the City of Dallas. In addition to providing customers with reliable solid waste collection, Sanitation Services operates and maintains the McCommas Bluff Landfill and 3 transfer stations. The department also has 5 district offices located around the City.

The City of Dallas released its first Comprehensive Environmental and Climate Action Plan (CECAP) on April 22, 2020 - the 50th anniversary of the first Earth Day - in recognition of the need for community-oriented and data-driven solutions to the environmental challenges we face as a city, a state, and a nation.

Through the goals and concrete actions outlined in the plan, Dallas can achieve significant and measurable reductions in carbon emissions, enhance environmental quality for our most vulnerable residents, and create a more sustainable infrastructure that can withstand the negative effects of climate change.

For more information on Comprehensive Environmental and Climate Action Plan (CECAP):

<https://www.dallasclimateaction.com/cecap>

THE POSITION

The City of Dallas is seeking a Director of Sanitation Services to join the team. The selected Director shall be an enthusiastic leader who wants to make an impact on the city and the community. The position requires a progressive and broad-based thinking individual and have experience with delivering waste management services and solutions for a large urban city.

A few key functions for this role:

- » Direct and manage a team of three Assistant Directors.
- » Provide leadership and strategic direction.
- » Develop short- and long-term goals and objectives.
- » Thorough knowledge of solid waste, recycling and bulk/brush collection.
- » Knowledge of principles, practices, methods, and equipment applicable to modern waste management.
- » Knowledge of state and federal OSHA regulations regarding waste collection and disposal, as well as relevant legislation.
- » Establish and maintain effective working relationships with all levels of city management, other governmental officials, employees, and the public.
- » Communicate information, findings, recommendations in a thoughtful comprehensive manner.
- » Exercise tact and diplomacy in dealing with sensitive, complex, confidential issues and situations.
- » Employ principles and practices of effective management and supervision. Delegation of the planning and organizing programs.
- » Establish a customer-focused and responsive environment.
- » Respond to the public or other inquiries relative to waste management policies and procedures.



THE IDEAL CANDIDATE

The ideal candidate shall be an effective leader to foster positive and trusting relationships, with high integrity and excellent planning and organizational skills. Effective communication and exceptional interpersonal skills are of the utmost importance as this position will interact with both internal and external customers and community stakeholders. The Director must have the ability to effectively manage operating budget, prepare, analyze and communicate various reports and presentations, as well as possess advanced skills related to change management and continuous improvement. The ideal candidate shall be detail-oriented and comfortable with making decisions, work well with little supervision, as well as possess strong leadership skills with direct reports. The successful candidate must have a passion for public service!

CORE COMPETENCIES

- » **Character** – humility; high level of integrity; friendly and diplomatic demeanor; confident and calm under pressure; fair and honest
- » **Analytical** – able to evaluate the Department's operations and structure to forecast future goals and initiatives to best meet the needs of the City, its residents, and visitors
- » **Communication** – excellent written and oral communication skills with a proven ability to successfully communicate highly technical issues to any audience; exceptional listening skills
- » **Collaboration** – ability to build and maintain relationships with internal and external stakeholders to effectively move the City initiatives forward; encourage ideas and build consensus
- » **Team Building & Talent Development** – mentor employees; provide opportunities for staff development; build and maintain teamwork within the Department of Sanitation and with other City Departments
- » **Project Management** – demonstrated ability to deliver projects on-time and on-budget; cost effectiveness and resourcefulness of materials
- » **Political Acumen** – comfortable working with elected officials, community groups, stakeholder agencies, and the public
- » **Community Outreach** – able to cultivate internal and external trust and confidence with a variety of audiences; responsive to community concerns; sensitive to a diverse group of stakeholders

EDUCATION/EXPERIENCE

Bachelor's degree preferred, not required, in Public Administration, Business Administration, Management, or related field with a minimum of ten (10) years of relevant work experience directly in administration and operations of waste management. Public sector experience is highly desirable, but not required.

COMPENSATION AND BENEFITS

Annual salary is **\$109,681 - \$159,085** and is commensurate with qualifications and experience of the successful candidate.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

First review of resumes will begin on Friday, March 26th. To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice). Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed. To review more information on the position visit: <https://executivesearch.cpshr.us/JobDetail?ID=1715>.

For additional information about this position please contact:



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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant in early-April, with subsequent interviews with the City in late-April. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.

