



DAYTON TEXAS

CITY MANAGER



■ THE CITY

Dayton, Texas is a rapidly growing community. With a median age of 34 we have many young families eager for economic growth. A steady growth rate and a proud community spirit means the City of Dayton is not only a great place to raise a family but is looking for highly trained outstanding professionals to take on the task of helping the city grow.

Dayton is a great place to live, work, and play. Located 30 miles east of Houston, Dayton offers the slower pace of a small community, with every amenity offered nearby in the country's 4th largest city, offering a quality of life not easily found in suburbia.

All roads (and railways) lead to Dayton: Four highways converge in Dayton: U.S. Hwy 90, part of the historic Old Spanish Trail Highway system, State Hwy 146, State Hwy 321, and F.M. 1960. Access between the city and the greater Houston area will be even easier beginning in 2022, with the completion of the Grand Parkway (SH-99), a 180-mile third loop around Houston which will pass through the west portion of Dayton. Union Pacific recently expanded their rail car capacity by adding 280 acres of storage space. Two major rail-served business parks are under construction, adding over 1,300 acres of land for industrial growth. From our roots as a processing and shipping point for the area's rice farmers, to our connectivity as a transportation hub for products of all types, Dayton is firmly positioned as a logistics and transportation center, which means jobs and economic stability.

Well-paying jobs and economic stability lead to growing neighborhoods and retail centers which Dayton is already experiencing. River Ranch, a 7,000-acre master-planned development will bring both homes and retail to the area. Phase I is currently underway and will consist of 1,300 homes, and 135 acres of commercial real estate. Other master-planned communities and neighborhoods are being planned.

Dayton is poised to become only the second city in Texas to offer gigabit internet access as a city utility. In 2019, City Council approved moving forward with a city owned fiber network (DayNet) to provide Dayton residents and businesses with fast and reliable internet service. The city expects to roll out this new service in October 2021.

■ GOVERNANCE

Dayton operates as a council-manager form of government with home rule status. The Dayton City Council is comprised of five Council Members, and a Mayoral position elected at-large by place. Council Members and the Mayor are each elected to a term of two years, with elections staggered so that no more than three members are up for election in a particular year.

The City Council appoints two positions: City Manager and the Municipal Judge. The Council contracts with an external firm to provide legal services as the City Attorney.

The City Manager is the chief executive for the city and leads a highly dedicated professional city staff, including a Deputy City Manager who oversees Public Safety and an Assistant City Manager who oversees Development Services respectively.

With over 100 FTE positions, the City of Dayton is composed of the following departments: City Secretary, Human Resources, Development and Planning (includes Building Inspections, Code Services, Planning, Parks, Community Services, and Library), Finance (Includes Budget, Purchasing, and Utility Billing), Information Technology, Municipal Court, Police (includes Animal Control), and Public Works (including Streets, Drainage, and Maintenance).

The city is served by an all-volunteer fire department, with an ISO 2 rating, and contracts Emergency Medical Services. In addition, the city has established a Type B economic development entity, the Dayton Community Development Corporation. The City Manager will be responsible for planning and executing community development and economic development projects in partnership with the DCDC, which is comprised of a city-council appointed board. The City Manager will report to the Mayor and City Council and will have a contractual agreement with the DCDC board related to any current and future economic development activities and projects. The DCDC board is a legislative body that is subject to Council approval.

With an annual operating budget of \$20.3 million, Dayton's conservative approach to its finances has earned an S&P AA- (stable) bond rating and has created a fiscally sound organization. The General Fund is resourced primarily through property taxes and sales taxes.

The City of Dayton has won several awards including the Certified Scenic City, Community of the Year, the Golden Trowel Award, and numerous finance awards.

Additional information about the City of Dayton, including the city's budget, organizational chart and staffing levels are available on the city's website, www.cityofdayontx.com



■ POSITION OVERVIEW

The City Manager is the Chief Administrative officer for the city and provides administrative oversight to all functions of the City of Dayton. The city owns a very distinct position on who we are as an organization. We provide our residents with the highest quality of life possible. We are committed to making Dayton a wholesome, business-friendly, and dynamic community for our residents. We succeed in the mission by taking pride in our SHINE Principles.

In addition to being ethical, qualified, experienced, and possessing the knowledge, skills, and abilities necessary to perform the essential duties and responsibilities of the role, the City Manager in Dayton must be an effective advocate of the SHINE Principles:

Service - Public service is a badge of honor

Humility - It is a privilege to serve the City of Dayton

Integrity - Transparent, open communication and honesty build trust

Nobility - We are held to a higher standard

Excellence - We get the job done right the first time

Key Areas of Responsibility:

- Appoints, hires, removes directors of departments and appoints, hires, removes directly or through subordinates, other city employees all within the provisions of the City Charter
- Establishes and enforces the city's policies, procedures, ordinances, and regulations
- Confers with public officials and citizen groups to enlist cooperation and explain the city policy, procedures, and actions
- Oversees the construction and maintenance of the city's infrastructure, such as roadways, water and sewer
- Plans and executes community development and economic development projects in the City of Dayton. Prepares the budget annually and submits it to the City Council for adoption and is responsible for its administration after adoption
- Monitors execution of budget during the year and advises the Council of the financial status of the city and its future needs to include preparing an annual report on the finance, administration, services, employee paygrades and merit, and capital improvement activities of the city
- Executes deeds, deeds of trust, easements, releases, contracts, utility franchises and other instruments binding the city to financial agreements and obligations that are consistent with the City Charter, Ordinances and directives; works with new and existing partners to create, negotiate and implement development incentives.
- Communicates, develops, and activates a comprehensive economic development program which utilizes community feedback to establish goals and measure performance. Develops and implements strategies and goals for promotion of Dayton to outside business interests, coordinate economic development recruitment efforts utilizing various Economic Development tools.





■ CHARACTERISTICS OF THE IDEAL CANDIDATE

The new City Manager will need to have the political aptitude and emotional intelligence to effectively lead a high-performing team, have a heart for the community, a passion for public service, and a business-mindset dedicated to the continuous improvement of city services across all sectors of the population.

The successful candidate will be a bridge builder that embraces collaborative partnerships, has exceptional communication skills and a leadership presence, both within the organization and in the community. This dynamic leader must also be a values-based professional that is deeply committed to transparency and will make decisions that are in the best interest of the Dayton employees and the community as a whole.

The ideal candidate for the next City Manager shall have the following core competencies:

- **Politically Astute / Community Collaborator** – Successfully engages with the Mayor and Council, senior management, external stakeholders, and civic leaders; maintains positive, productive community partnerships and collaborations; maintains relationships with other local state, regional and state elected officials and agencies; conducts meetings with prospects, and attends economic development forums.
- **Leadership** – Empowers a diverse and inclusive workforce; 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.
- **Financial Development / Acumen** – Ensures innovative revenue development strategies; ensures continual adherence to generally accepted accounting principles, and related budget and financial matters; understands and can manage operations within budget constraints; experience with all forms of government finance mechanisms; experience with Hotel Occupancy Tax regulations.
- **Forward-Thinking** – Has patience and perseverance to foster a vision and direction for the city; seeks “best practices” and trends for continued growth and relevance; develops short and long-range plans, strategies, priorities, goals, and objectives.
- **Problem-Solving and Strategic Thinking** – Demonstrates the ability to analyze, interpret and effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; provides/implements creative solutions and provides direction by clearly and effectively setting courses of action.
- **Talent Development** – Provides guidance, opportunities and motivation to develop and strengthen knowledge, skills, and competencies to improve employee’s capabilities; exemplifies an authentic and strong character with integrity; sets high expectations; inspires and motivates others; coaches and mentors a high performing team of employees.
- **Adaptable and Manages Change** – Able to adapt to ongoing challenges and capable of shifting direction when necessary; effectively communicates within the organization.
- **Communication Skills** - Exceptional listener; outstanding communicator with exceptional interpersonal, analytical, written, and verbal communication and presentation skills; handles sensitive situations with tact and diplomacy.
- **Results Oriented** – Improves and sustains superior project and program delivery; maintains and builds high-performing teams that hold themselves and staff accountable for their performance; delegates appropriately; optimizes resources; pursues achievable goals and works strategically to achieve them.

■ MINIMUM QUALIFICATIONS

A bachelor's degree in Public Administration or related field is required. Master's degree is preferred. A Minimum 5 years' experience in Public Administration, and at least 3 years of which were in supervision. A combination of education and experience that indicates a level of skill and knowledge necessary to fulfill the duties of this position may be considered in lieu of the education and experience requirements listed above. The selected candidate must live in the City of Dayton or move to the city within 6 months of employment. Economic Development certification (CEcD) is desirable.

■ COMPENSATION & BENEFITS

The salary range is **\$180,000 - \$230,000** and is dependent on relevant knowledge and experience of the candidate selected. The City of Dayton offers an excellent benefits package including participation in the Texas Municipal Retirement System. Other benefits include:

- Health, Dental, Vision, Long-Term Disability, and Life Insurance
- Retirement plan through TMRS and ICMA
- Employee Assistance Program
- Paid holidays (12.5 plus your birthday)
- Paid vacation and sick time
- Longevity bonus
- Continuing education and certification opportunities

Candidates deemed to have the most relevant backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited will be invited to participate further in a formal assessment process. An appointment is anticipated upon the completion of comprehensive reference and background checks.

■ APPLICATION PROCESS & RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, October 18, 2021**.

Please submit your materials to:

<https://www.cpshr.us/recruitment/1826> .

For additional information about this position please contact:

KYLIE WILSON

Senior Executive Recruiter

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