



# DICKINSON, TEXAS CITY MANAGER





## THE COMMUNITY

Located on the beautiful Dickinson Bayou, a pathway to Galveston Bay, Dickinson is a prime geographic location, situated halfway between Houston and Galveston. With a total land area of 10.3 square miles, comprised of 70 percent residential and about 8 percent is commercial development, Dickinson can offer its residents and visitors an inviting lifestyle with a “small town feel”.

With its close proximity to both the attractions of Downtown Houston and to the rich history of beautiful Galveston Island, Dickinson is uniquely positioned for increasing vitality and growth. In addition, Dickinson is surrounded by great recreation amenities, shopping, dining, and attractions like NASA’s Johnson Space Center and the Kemah Boardwalk. Dickinson residents have the best of both worlds: a relaxed approach to life in a small community setting with all of the attractions of a large city or island vibes at their fingertips.

Dickinson is special because of its unique environment. Towering pine trees and an ecosystem including a navigable bayou and multiple tributaries make wildlife viewing second to none in Galveston County. In recent years birding enthusiasts have discovered Dickinson, and have enjoyed our most recent citizens—a family of bald eagles. It is not unusual to be driving through neighborhoods and see white tail deer grazing in vacant fields or yards. The fishing, power boating, kayaking, and watersports that Dickinson Bayou supports is a “hidden gem” in the region, not to mention the incredible sunsets. *And yes, there is a reason our football team is named Dickinson Gators!*

A majority of Dickinson students are served by the Dickinson Independent School District, while some attend schools within the Santa Fe Independent School District, as well as charter, private and parochial schools within the community. With several new facilities under construction and planned for in the next couple of years, Dickinson Independent School District is continually building and expanding to provide the best opportunities for its students, while ensuring that its educational facilities offer state-of-the-art technology

and superior learning environments. A community college, College of the Mainland, is located in adjacent Texas City, and a number of private and public universities are in the greater Houston area, including several nationally known research universities and medical centers. All of this, and much more, make Dickinson a great place to live, work and play!

## THE ORGANIZATION

The City of Dickinson is a Home Rule municipality with a council-manager form of government. The City Council consists of a Mayor and six Council Members, with one member designated as Mayor Pro-Tem. All members of the Council are elected at-large and serve three-year staggered terms. The Mayor and Council is the City’s governing body tasked with enacting local legislation through ordinances and resolutions providing vision, policy, fiscal oversight and public safety.

The City Manager is appointed by the City Council and is responsible for the day-to-day operations of the City. The position is tasked with administering the City’s administrative policies and ensuring enforcement of ordinances and resolutions approved by the City Council. By City Charter, the City Manager appoints the City Secretary, Police Chief, Municipal Court Judge and City Attorney with Council approval.

The City offers the following services: administration, community development, economic development, emergency medical services, finance department, fire marshal’s office, library, municipal court and public works. Utilities are provided by a separate entity, the Galveston County Water Improvement District No. 1.

The City Council appoints the members of the Dickinson Economic Development Corporation, a 4-B entity under Texas Statute, as well as members of various City Boards and Commissions. Council approves the appointment of the Management District No. 1, Dickinson Educational Finance Corporation, and Bayou Lakes Public Improvement Districts

No. 1 and No. 2. The City participates in an inter-local agreement with the Cities of Clear Lake Shores and Santa Fe to provide animal control and sheltering. The Bayou Animal Services facility which supports these interlocal agreements is located in the City of Dickinson.

For more information visit <https://www.ci.dickinson.tx.us/>

## THE POSITION

At the direction of City Council, the City Manager serves as the chief administrative and executive officer of the City, ensuring that City Council directives, goals and policies are implemented and executed by the organization. The duties and responsibilities of the City Manager are determined by the City Council in compliance with the City Charter and state statutes. This position is responsible for planning, directing, managing, and reviewing all activities and operations of the city; coordinates programs, services, and activities among city departments and outside agencies; ensures the financial integrity of the municipal organization; represents the city's interests; provides highly responsible and complex policy advice and administrative support to the Mayor and City Council. The City has a staff of approximately 120 employees, along with volunteer firefighters, and an annual operating budget for FY 20/21 of \$16 million.

A few of the key responsibilities of the **City Manager** include, but are not limited to:

- Performs all duties and ensures all laws, provisions of the City Charter, and ordinances or other acts of the City Council, subject to enforcement by the city manager, or by officers subject to his/her direction and supervision, are faithfully executed, enforced and administered.
- Appoints, suspends, or removes any employee of the city not otherwise appointed by City Council as provided for in the City Charter.
- Oversees the preparation of meeting agendas and supporting materials; attends all meetings of the City Council; present recommendations to council; and responds to questions and direction from City Council.

- Prepares the annual budget, submits it to the City Council for consideration and adoption, and is responsible for budget administration after its adoption; prepares long-term plans for capital improvement projects and fiscally responsible financing of same.
- Advises and informs City Council on a “real-time” basis of the City’s financial condition, progress of programs, present and future needs of the City; matters requiring Council consideration or implementation of policy and makes such recommendations as may seem necessary.
- Oversees the City’s daily operations by managing all City departments as well as all outsourced functions and services of the City (except those services, departments, or functions for which other provisions are made by City charter or applicable law or contractual agreement); responsible for all City activities, programs and services including directing development and implementation of goals, objectives, policies and procedures and ensuring that City goals and priorities are achieved.
- Reviews and evaluates programs, service delivery methods and systems within the City, including administrative and support systems and internal relationships; identifies opportunities for improvement and implement changes to standard operating procedures to enhance services.
- Directs the implementation, maintenance and enforcement of City policies and practices as prescribed by the City Council and address the City Council on behalf of City staff.
- Serves on the Emergency Management Team in the event of a disaster or large-scale event, that necessitates the activation of the Emergency Operations Center.

## IDEAL CANDIDATE

The next City Manager will be an exceptional leader with a heart for the community and the presence and the ability to respond to the City’s challenges both strategically and tactically. The ideal candidate shall be a values-based professional that is deeply committed to transparency and the mission of public service and make decisions that are in the best interest of the City and the employees. The new City Manager must be financially and ethically sound to ensure the funding, stability and sustainability for existing and long-term services, facilities and infrastructure needs. It is imperative that this new leader effectively implements projects, especially for streets and drainage issues that have extensively impacted the Dickinson residents.

This dynamic and innovative leader will be a “community steward” that is a collaborative, respectful, and engaging leader, with a strong commitment to the Dickinson community. The new City Manager shall bring credibility and the ability to inspire confidence and quickly establish mutual respect and trust with the Mayor and Council, staff and community partners.



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

- **Communication Skills** – Exceptional listener; outstanding communicator with exceptional interpersonal, analytical, written, verbal communication and presentation skills; handles sensitive situations with tact and diplomacy.
- **Leadership** – Empowers a diverse 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.
- **Politically Astute / Community Collaborator** – Successfully engages with the Mayor & 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.
- **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.
- **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.
- **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.

- **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.
- **Adaptable** – Able to adapt to ongoing challenges and capable of shifting direction when necessary; effectively communicates within the organization.
- **Advocacy** – Understands community priorities using data to advocate for grant, FEMA and state/federal funding; prioritizes securing the necessary financial resources to sustain and grow the community; experience pursuing ballot measures, legislative advocacy and seeking grant funding opportunities.
- **Talent Management** – Demonstrates the ability to attract, align, develop, and retain a diverse talent pool needed to meet and exceed organizational goals.

## EDUCATION AND EXPERIENCE

The ideal candidate shall possess a Bachelor's degree in public or business administration or another professional or technical field related to a major function of local government, along with ten (10) years of relevant experience in municipal government operations, including six (6) years of management and administration experience at the director/ department head level or above; corporate private-sector experience in combination with high-level public sector experience would be ideal. A Master's degree is preferred.

## COMPENSATION AND BENEFITS

Salary is commensurate with qualifications and experience of the successful candidate. The City of Dickinson also offers an excellent array of benefits.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The first review of resumes will begin on **Friday, May 7, 2021**. To be considered for this exceptional career opportunity, please submit your resume, cover letter, and six work-related references (who will not be contacted without notice).

**To review more information on the position, and to submit your materials visit:**  
<https://www.cpshr.us/recruitment/1770> .

For additional information about this position please contact:

**KYLIE WILSON**

**(916) 471-3325 ▪ kwilson@cpshr.us**  
**www.cpshr.us**

**CPS HR  CONSULTING**

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 mid-May. The City anticipates conducting semi-finalist interviews in early June with the Selection Committee, and finalist interviews in mid-June with Mayor & Council. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be performed on final candidates.