

City of McAllen, Texas

Deputy Director of Public Works

The City of Choice!



■ THE CITY

Nestled in the heart of Texas' southernmost region of the Rio Grande Valley, McAllen is just a Texas two-step from Mexico's front door. The Rio Grande Valley the geographic center of the region termed the "Rioplex", which encompasses four Rio Grande Valley counties and the Northern Mexico border cities between Matamoros and Ciudad Mier. McAllen is one of three cities that form the northern half of the Rioplex and is one of the fastest growing cities in America with a population alone close to 148,000.

Originating as a rural, agriculture-based area, McAllen has transformed itself from a farming community into a binational, bicultural, bilingual, international tourist's delight, with the development of first-rate commercial, retail, office, industrial, medical, retirement and educational facilities.

Known for its tropical breezes, mild winter weather, brightly colored birds, and low cost of living, McAllen offers world-class nature tourism, outstanding arts and entertainment opportunities, great sporting and outdoor activities, enchanting cultural diversity and a lively spirit. It is one of the Top 10 cities with the biggest influx of people, the most employment opportunities, the hottest business growth, and rising salaries!

■ THE ORGANIZATION

With an overall budget of \$422M, the City of McAllen is driven by its core values: *Integrity, Accountability, and Commitment*, and is devoted to truth and honesty, providing courteous, open and responsible public service, and dedicated to responsiveness and excellence.

In their commitment to operate under these values, the City of McAllen has initiated its strategic goals to foster and nurture the community with managed growth and development. In an effort to continue being a "City of Choice" for residents, McAllen focuses on promoting a strong arts and cultural community; maintaining the visual attractiveness of key corridors and venues; providing affordability and ease of transportation; developing key retail establishments; ensuring high quality infrastructure throughout the community, neighborhoods and school; providing public safety and emergency preparedness; creating recreation and entertainment opportunities; improving workforce opportunities and growth; being a financial steward, and setting the standard for good governance.

MISSION

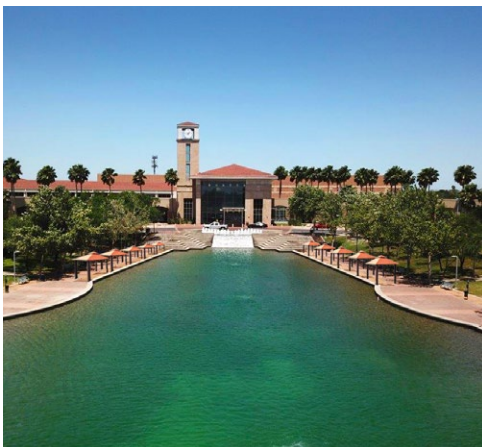
Dedicated to consistently providing high quality services and quality of life to all who live, work and visit the City of McAllen.

■ THE DEPARTMENT

The Public Works Department includes the divisions of Solid Waste, Renewable Resources, Streets & Drainage, Stormwater and Fleet Maintenance that work collaboratively to make the City of McAllen a beautiful place to live! The Department is comprised of 276 employees within 14 departments, with a total operating budget of \$37.9M including 4 different funding sources: General Fund, Sanitation Fund, Internal Services Fund, and Sanitation Depreciation Fund. In addition to maintaining the City's alleys, streets, sidewalks, drainage ways and storm water collection systems, the Department provides the following services.

- ◆ Residential Solid Waste Collection (Automated)
- ◆ Commercial and Industrial Solid Waste Collection
- ◆ Composting Operations
- ◆ Residential & Workplace Recycling Collection
- ◆ Recycling Center
- ◆ Roll Off Services
- ◆ Graffiti Removal
- ◆ Storm Water Management
- ◆ Material Management (internal services)
- ◆ Fleet Maintenance (internal services)
- ◆ Keep McAllen Beautiful (Affiliate of Keep America Beautiful)

To learn more about the Department visit:
<https://mcallenpublicworks.net/>





■ THE POSITION

The new Deputy Director will be responsible for assisting the Public Works Director in supervising, planning, directing, managing and overseeing all the activities and operations of assigned functions within the Public Works Department. This position also plays a vital role in cost analysis, process improvement, and materials management of department functions to ensure services are delivered in an effective and efficient manner, with proper oversight for maintaining a standard of excellence for the community. This position requires the ability to communicate with tact and diplomacy as well as strong managerial, decision making, and planning skills.

■ AREAS OF RESPONSIBILITY

- ◆ Directly manages and administers the staff, services and functions within the Residential, Commercial Box, Roll-Off, Stormwater, Recycling, Brush Collection, Composting, Street and Drainage Maintenance departments
- ◆ Assists in planning, conducting, operating, and evaluating all Public Works functions
- ◆ Participates in the development and implementation of goals, objectives, policies and procedures for Public Works
- ◆ Monitors and evaluates the level of efficiency and effectiveness of service delivery methods and procedures, and conducts a variety of organizational studies, investigations and operational studies; recommends modifications to Public Works programs, policies and procedures
- ◆ Explains, justifies and defends Public Works Department programs, policies and activities; negotiates and resolves sensitive, significant and controversial issues
- ◆ Assists in selecting, training, motivating and evaluating Public Works personnel; including, but not limited to the development, management and implementation of a department wide safety program
- ◆ Plans, proposes, and oversees the completion of Public Works capital improvement projects
- ◆ Supervises the development and administration of the department's budget

- ◆ Provides staff support to various city departments, a variety of boards, City Commission, neighborhood groups, special interest groups, and other agencies; attends and participates in professional group meetings; responds to and provides responses to citizen inquiries, complaints, and requests for services, prepares reports and correspondence; provides staff assistance to the City Manager, Assistant City Managers, City Engineers and City Commission

■ IDEAL CANDIDATE

The ideal candidate shall be an engaging and collaborative leader with excellent management skills, along with broad experience in all areas of public works with a passion for public service! 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 candidate must have a high level of political awareness and a successful history of implementing projects and determining the best possible solution when issues arise, along with a strong commitment to the City's quality of life. The ideal Deputy Director of Public Works shall exhibit the following leadership, management and personal characteristics:

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 Public Works Department 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:

Candidates are required to have a Bachelor's Degree from an accredited college or university with a major in Public Administration, Engineering, Business Administration, or similar field, and a minimum of five (5) years of progressively responsible related work experience including supervisory experience. Municipal government experience, including practical experience in engineering projects and Six Sigma is highly desired, along with knowledge and experience in Emergency Management - ICS 100, 200, 300, 400, and 700. Must possess a valid Class "C" Texas Driver's License.

■ COMPENSATION AND BENEFITS

Competitive salary commensurate with experience and education. In addition, the City provides an excellent array of benefits, including:

- ◆ **Retirement** – 2:1 match through Texas Municipal Retirement System (TMRS)
- ◆ **Health Insurance** – Premium of \$20 per month for employee
- ◆ **Supplemental Insurance** – Dental, Vision, Voluntary Life, Specific Disease policies, Disability insurance, Legal and Identity Insurance also available
- ◆ **Personal Time** – Vacation is accrued initially at the rate of two weeks per year with less than 10 years of service
- ◆ **Sick Leave** – Sick Leave is accrued at the rate of 8 hours per month.
- ◆ **Medical Leave** – Medical Leave is accrued at the rate of 15 hours per fiscal year for medical appointments

- ◆ **Funeral Leave** – Three consecutive work days. Eligible after three months of employment
- ◆ **Tuition Reimbursement** – Eligible after one year of employment
- ◆ **Holidays** – The City observes 8 paid holidays annually with four additional floating holidays.
- ◆ **Life Insurance** – The City provides a term life policy equal to two times annual salary. Max of \$100,000

For more information on the City of McAllen
visit: www.mcallen.net

■ APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The first review of resumes will begin on **Friday, February 21, 2020**. To be considered, please submit a cover letter, six work-related references, and a resume that reflects the staff size and budgets you have managed. Your resume should indicate both months **and** years of beginning and ending dates of positions held. Submit the requested materials to:
<https://executivesearch.cpsshr.us/JobDetail?ID=600>

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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 late February, with subsequent interviews with the City to follow. A comprehensive reference and background check will be performed on final candidates.