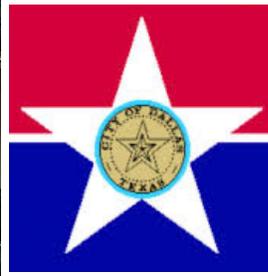




S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF DALLAS, TX
INVITES YOUR INTEREST IN THE POSITION OF
**ASSISTANT DIRECTOR OF
STREET SERVICES (MAINTENANCE)**

THE COMMUNITY

The City of Dallas, Texas is the third-largest city in the state of Texas and the ninth-largest in the United States. Almost twenty percent of the population of Texas lives in the Dallas Fort-Worth Metroplex, which is the largest metropolitan area in the South and the third-largest in the United States. Divided between Collin, Dallas, Denton, Kaufman, and Rockwall counties, the city had a population of approximately 1.24 million in 2015, with a surrounding metropolitan population of approximately 6.3 million.

Dallas was founded in 1841 and was formally incorporated as a city in February 1856. The city's economy is primarily based on banking, commerce, telecommunications, computer technology, energy, healthcare, medical research, transportation and logistics. Dallas is home to the third largest concentration of Fortune 500 companies in the nation. The city's prominence arose from its historical importance as a center for the oil and cotton industries, and its position along numerous railroad lines. With the advent of the interstate highway system in the 1950s and 1960s, Dallas became an east/west and north/south focal point of the interstate system with the convergence of four major interstate highways in the city, along with a fifth interstate loop around the city. Dallas developed a strong industrial and financial sector, and a major inland port, due largely to the presence of Dallas/Fort Worth International Airport, one of the largest and busiest airports in the world. The City is also home to Dallas Love Field Airport located just 6 miles northwest of downtown and is the headquarters to Southwest Airlines. In recent rankings, Dallas was rated as an Alpha-world city by the Globalization and World Cities Study Group & Network and is the only city in the South Central and Southwest regions to achieve that status. Dallas is also ranked 14th in world rankings of GDP by the Organization for Economic Cooperation and Development and is the largest economic center of the 12-county Dallas-Fort Worth-Arlington metro area which had a 2010 gross metropolitan product of \$374 billion.

The City of Dallas has more than 300 public and almost 90 private primary and secondary schools. In addition, the region is home to more than 35 higher education institutions including the University of Texas Southwestern Medical School, Southern Methodist University, University of Texas at Dallas, Texas Christian University, and the University of Texas at Arlington. For the sports enthusiast,



the region offers a wide variety of sporting events including the Dallas Cowboys (NFL); the Texas Rangers (MLB); the Dallas Mavericks (NBA); the Dallas Diamonds (IWFL); the Dallas Stars (NHL); the Dallas Vigilantes (AFL); FC Dallas (MLS); Mesquite Championship ProRodeo; and NASCAR events at the Texas Motor Speedway. In addition, the area offers world-class entertainment, art, shopping, dining, cultural and recreational opportunities

THE ORGANIZATION

The City of Dallas has a Council-Manager form of government. Under this form of government, the elected City Council sets policies for the operations of the City. The City Council consists of the Mayor and 14 Council members serving as representatives to the 14 Council Districts. The administrative responsibility of the City rests with the City Manager, who has one First Assistant City Manager and five Assistant City Managers; the Chief Financial Officer also reports directly to the City Manager. Dallas is a full-service city comprising two dozen departments, including its own Police, Fire-Rescue, and municipal court services. The City Manager oversees all departments and functions of the City with the exception of City Attorney, City Secretary, City Auditor, and Judiciary, each of whom report directly to the City Council. In addition, the Parks Department does not report directly to the City Manager but rather has its own board that is appointed by the City Council. Dallas has a total proposed FY 2015/2016 operating budget of \$2.39 billion and capital budget of \$694 million. The City currently employs a staff of over 12,000 full-time employees. The City of Dallas' mission is to "enhance the vitality and quality of life for all in the Dallas community." This mission serves as the foundation for the City's five Key Focus Areas: Public Safety; Economic Vibrancy; Clean, Healthy Environment; Culture, Arts, Recreation & Education; and E-Gov (Efficient, Effective and Economical Government).

THE DEPARTMENT

The Department of Street Services' objective is to ensure the safety of streets and mobility within the City of Dallas, enhancing economic vibrancy and quality of life. The Department pursues continual improvement in the delivery of customer service with a commitment to comply with requirements by efficiently using all available

resources. The Department's goals include providing: Quality, Delivery, Efficiency, and Customer Satisfaction.

Functional service areas of the Department of Street Services include Service Maintenance Areas (SMAs); ROW Maintenance and Inspections; Street Lighting; Street Repair Division—Asphalt; Street Repair Division—Concrete; Traffic Operations Maintenance; and Traffic Safety and Congestion Management. The Department has four Service Maintenance Areas (SMAs) that provide daily maintenance and repair activities associated with streets, alleys, and rights-of-way, as well as street sweeping in the Central Business District (CBD). The Rights-of-Way (ROW) Maintenance Contracts and Inspection Group administers contracted services including major thoroughfare sweeping, median/ROW mowing, TxDOT ROW mowing, slurry and micro surfacing, and oversees the MOWmentum Program. This service provides inspections for departmental program work and outside contractors to ensure quality control. Internal inspections are conducted on concrete repair, asphalt repair, pothole repair, storm sewer inlet repair, guardrail repair, etc. Street Lighting provides funding for electricity and maintenance of approximately 89,500 street lights on City streets and freeways. The Street Repair Division—Asphalt maintains an inventory of approximately 6,200 lane miles of asphalt streets and 1,200 miles of paved alleys. Services include major maintenance repairs on streets and alleys generated by customer service requests and by planned program work such as the Street Rehabilitation and Street Restoration Programs. Traffic Operations Maintenance is responsible for the installation and maintenance of traffic signals, traffic control signs, and pavement markings to allow for the safe and efficient flow of traffic. Street Repair Division—Concrete maintains an inventory of approximately 5,500 lane miles of concrete streets and 1,200 miles of paved alleys. Services include major maintenance repairs on streets and alleys generated by customer service requests and by planned program work such as the Partial Reconstruction Program. Traffic Safety and Congestion Management oversees the design, construction and operation of traffic control devices citywide. It ensures safety and mobility through the design and installation of traffic signals, traffic control signs and pavement markings based on approved standards. Engineers conduct field studies and implement measures to prevent accidents, reduce congestion and improve way-finding.

The City recognizes the important of infrastructure maintenance and has taken action to impact the condition of streets and alleys and reach its goals of service satisfaction. As such, Council recently approved an additional \$16.7 million to the Street Services' base budget for street and alley maintenance and repair which will provide an increase of 17% in the number of street lane miles and 33% increase in the number of alley lane miles that will be serviced in the upcoming year. This, coupled with the expenditure of about \$60 million of bonds previously approved by voters, will significantly impact the ability of the City to achieve Council's goal of improving infrastructure maintenance.



THE POSITION

The Assistant Director of Street Services (Maintenance) oversees the Service Maintenance Areas (SMAs) division, which is the primary intake for street related service requests. The Assistant Director reports to the Director of Street Services, who in turn reports to an Assistant City Manager. The Assistant Director is responsible for a staff of approximately 215 FTE's and an operating budget of \$14.7 million. The division is a 24/7, 365-day operation which responds to over 30,000 service requests per year. Responsibilities include street maintenance, mowing and grounds maintenance, street sweeping, and small scale construction of pavement related projects, as well as emergency response for weather-related events.

The selected candidate will have strong administrative and technical abilities. He/she will have substantial interaction with the City Council, City Manager's Office, and citizens, serving as an advisor to the Council to provide information and options to address citizen concerns. The ideal candidate must be politically astute and diplomatic with the ability to develop relationships with a variety of stakeholders, including a highly diverse staff, while developing credibility and a long-term vision for the division. Experience with best practices and the ability to work well with other departments and prioritize issues with limited resources will be beneficial. Budgetary skills and experience in grant writing is needed.

The successful candidate will have a team-oriented, collaborative management style. A strong leader who will

as needed, hold staff accountable, and be supportive of developing a succession plan is sought. Excellent communication skills including strong written and verbal presentations skills is imperative. Strong interpersonal skills to include ability to communicate with a variety of individuals, including the media, is needed. Ability to negotiate and manage contracts is important. Must be innovative and solutions-oriented and have the ability to promote projects and initiatives on behalf of the City. Qualified applicants must have a minimum of a Bachelor's degree, preferably in a relevant field such as civil engineering, construction management, or business administration. Preferable candidates should either be a Registered Professional Engineer (PE) or have a Master's degree in Public Administration. In addition, candidates should have a significant number of years of management and supervisory experience in public works operations preferably with local government.



TO APPLY

If interested in this outstanding opportunity, please visit our website at www.srnsearch.com to apply online. First review of applications will take place on December 7, 2015; position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates in order to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be with the City of Dallas. Candidates will be advised of the status of the recruitment following the selection of the Assistant Director of Street Services (Maintenance). Questions regarding this recruitment may be directed to:

Ms. S. Renée Narloch, President
S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000

The City of Dallas is an Equal Opportunity Employer; women and minorities are encouraged to apply.

**PURSUANT TO TEXAS OPEN RECORDS LAWS,
APPLICATIONS AND RESUMES MAY BE SUBJECT
TO PUBLIC DISCLOSURE.**

THE COMPENSATION

The salary range is \$88,006-\$148,154 annually. The starting salary will be based upon the knowledge and experience of the individual selected. The City offers an excellent benefits package. For additional information on benefits, please visit: www.dallascityhall.com/human_resources/benefits_employees.html.



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