THE CITY OF GARLAND, TEXAS, SEEKS AN

ASSISTANT CITY MANAGER

Executive Career Opportunity

Careers.GarlandTX.gov
The Community

Our story began more than 125 years ago, as a small agricultural community. It has grown into the 12th largest city in Texas with more than 240,000 residents across a 57-square mile area. Our diverse economy supports high-tech, manufacturing, commercial and retail opportunities. Businesses large and small thrive in an environment rich with innovators, entrepreneurs and out-of-the-box thinkers. Garland’s resources and amenities create an inviting climate for businesses and residents to succeed. Garland provides the opportunity to customize your life and your education with great neighborhoods and nurturing school programs. We invite you to Make Your Mark here with us! Garland is an attractive and exciting place to call home. It is known for its safe, affordable family environment and its strong industrial base.

Garland has received national recognition as one of the top 10 safest cities with more than 200,000 people by Law Street Media. Major employers include General Dynamics, Kraft Heinz, US Food Service, Andersen Windows and Sherwin-Williams/Valspar. Numerous companies are headquartered in Garland, such as Epiroc Drilling Solutions, Garrett Metal Detectors, Hatco (Resistol) and Nutribiotech USA. Firewheel Town Center, in the northern portion of the city, is home to 125 retail stores and contains more than 1 million square feet of retail and office space. Bass Pro Shops is located in the southern portion, along with a new conference hotel. In May 2019, voters approved all eight propositions in the 2019 Bond Program, which includes $423,700,000 in new authority.

Eighth Best City for Raising a Family, Based on Low Crime Rate and Affordability

Sixth Best City for Working Parents

Second Most Affordable City to Buy a Home

Fifth Most Diverse Neighborhoods in America

MOVE.ORG

Business Insider

Area Vibes

Five-Thirty-Eight
The Community, continued

Garland enjoys a unique combination of a small-town atmosphere and the excitement and amenities of a large metropolitan area. It is conveniently located within the Dallas/Fort Worth Metroplex. Residents enjoy all the benefits of an active metropolitan environment, including access to world-class cultural amenities and sporting events featuring teams in all major intercollegiate and professional sports. Garland has become an important destination on the Dallas Area Rapid Transit Blue Line, which provides light rail service to downtown Dallas through two Garland stations. Redevelopment in the downtown area continues, and includes an extensive exterior renovation of Garland’s City Hall. In the downtown area, the Granville Arts Center and the Plaza Theatre host a wide variety of concerts, plays and musical performances. Garland’s Historic Downtown Square, only a few steps away, has been honored as one of the top 10 districts of its kind in Texas.

Garland is adjacent to Lake Ray Hubbard, a major recreational lake noted for fishing and boating. Garland’s park system includes more than 2,500 acres of developed parkland, as well as a family-friendly wave pool and two of the top public golf courses in Texas. The Garland Independent School District (GISD) spans the cities of Garland, Rowlett and Sachse. It provides a unique School Choice program and the power to customize your child’s education. With a rich tradition of excellence, GISD boasts a diverse population that speaks more than 100 languages, as well as technology-driven campuses, magnet programs and approximately 200 Career and Technical Education courses. Garland residents have the opportunity to pursue secondary education at several colleges and universities located within a comfortable driving distance, including the Dallas County Community Colleges, University of Texas at Dallas, the University of Texas at Arlington, Southern Methodist University, Texas Woman’s University and the University of North Texas.
City staff includes more than 2,000 employees and is comprised of more than 40 departments.

**Governance and Organization**

In 1951, Garland voters adopted a home rule charter that established the council-manager form of government under which the City presently operates. The eight members of the City Council are elected from single-member districts. The Mayor is elected at-large. By City charter, the City Manager, City Attorney, City Auditor, City Secretary and municipal judges are appointed by the City Council. The City Manager is responsible to the City Council and oversees the day-to-day operations of the City. The executive structure of the City includes the City Manager, Deputy City Manager and two Assistant City Managers. The City is recognized for its management practices, earning consistently high bond ratings and a wealth of state and national awards for innovative programs and initiatives.

**City Manager's Strategic Initiatives:**
- Grow the Economic Base
- Cultivate Desirable Neighborhoods
- Build a City Organization for the Future (People, Processes and Technology)

Garland provides a wide range of services to its residents, including public safety, curbside recycling, and electric, water and wastewater utilities. The City staff includes more than 2,000 employees and is comprised of more than 40 departments. City operations are guided by the City of Garland’s Guiding Principles:

**Mission Statement**

We are committed to preserve public trust, deliver quality services, promote economic growth, protect our community and enhance the quality of life for the good of our city and our future.

**Vision Statement**

Garland’s vision is to be a progressive city working together to nurture and grow the economic, social, environmental and cultural well-being of our community.

**Value Statements**

- **G**rowth: We are growing Garland’s future.
- **A**mbassadors: We are Garland.
- **R**espect: We respect each other.
- **L**ife Balance: We value work-life balance.
- **A**ccountability: We choose to take ownership.
- **N**etwork: We build connections.
- **D**iversity: We are inclusive.
Serves on the City’s Executive Team

The Assistant City Manager (ACM) is a key position within the organization, serving on the City’s Executive Team. The ACM is responsible for leading the development, implementation and administration of strategic organizational operations in conjunction with the City Manager and/or Deputy City Manager.

The ACM will play a vital role in directing and overseeing the work of various departments whose duties include the implementation and continual progress towards achieving Envision Garland (the comprehensive plan that serves the guiding policy document for long-range planning and development) and will be heavily involved in economic development efforts. Actual departments assigned will depend on the chosen candidate’s background and experience. The ACM frequently makes presentations to the City Council and represents the City with local, state and national organizations, and the community, to create support for organizational programs.
Ideal Candidate

The City seeks a visionary, collaborative and results-driven leader who has demonstrated a track record of competent leadership, professionalism, trust, energy and work ethic. The City desires a dynamic public servant who will be enthusiastic about the future of Garland, understand the needs of the City and be visible in the community. The ideal candidate must have a desire to advance Garland’s development plan and be a catalyst for smart growth through economic development strategies that meet the community’s needs and goals. The individual must be a strong communicator with excellent interpersonal skills to effectively and confidently communicate policies, plans and other pertinent information within the organization and the community. The candidate will model the organizational values and support a culture of achievement through strategic leadership, high-performing teams and positive working relationships.

The ACM must possess:

• A proven track record of working in partnership with diverse communities, elected officials, and other related organizations based on mutual respect and cooperation
• A record of respect for diversity in the workforce
• Knowledge of best practices in municipal operations and the use of technology and exhibit judicious fiscal management
• A strong commitment to develop future leaders within the organization and encourage employees to perform at their highest potential to promote an organizational culture that provides effective and efficient public service
• Effective negotiation skills to address and resolve complex issues and facilitate consensus with tact and diplomacy
• Extensive knowledge of the principles and practices of City management/administration, including budgeting, economic development, fiscal management, performance management, project management, planning, redevelopment and program/services evaluation
• Business acumen and understanding of domestic and international economic development
• Experience managing multiple departments and interacting with the public

Education and Experience
The selected ACM candidate must possess the following qualifications:

• Bachelor’s degree in public administration, business administration or a related field from an accredited college or university
• Certified Economic Developer (CEcD) and/or American Institute of Certified Planners (AICP) certifications preferred
• Eight or more years of progressively responsible municipal government experience, including solid experience and expertise related to planning, economic development, and redevelopment
• At least five years of management experience at a department head level or higher
• A master’s degree in public administration or related field is preferred
• Prior experience as City Manager, Deputy City Manager, Assistant City Manager or Managing Director preferred
Competitive salary and benefits package including executive perquisites

Compensation and Benefits

Garland’s compensation philosophy is based on a commitment to attract and retain a qualified, motivated and diverse workforce that meets the standards of service and excellence required by the City. Garland offers a competitive salary based on the salaries among the Dallas/Fort Worth Metroplex cities. The salary will be commensurate depending on qualifications and experience. The benefits package includes executive perquisites and a variety of leave and insurance benefits, including a 457 deferred compensation plan, flexible spending account, access to the CityCare Clinic and an award-winning wellness program. The City participates in the Texas Municipal Retirement System (TMRS) at a mandatory employee deposit rate of 7% and a municipal matching ratio of 2:1. Reasonable relocation benefits will be provided to the chosen candidate.

Application and Selection Process

To apply, visit Careers.GarlandTX.gov to complete an application and upload a resume, cover letter and at least three work-related references. The position is open until filled with priority review of candidates by Sept. 13, 2019. All inquiries related to the recruitment and selection process for this position should be directed to the attention of the City’s Human Resources Department:

Lilly Clarke, Talent Acquisition Manager
972-205-2487 | Talent@GarlandTX.gov

Resources

City of Garland
GarlandTX.gov

Garland Convention and Visitors Bureau
VisitGarlandTX.com

Garland Chamber of Commerce
GarlandChamber.com

The City of Garland is an Equal Opportunity Employer and values diversity at all levels of its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check prior to appointment. Under state legislation regarding access to public records, information from your submission for application may be subject to public disclosure.