



City of Dallas



Personnel Division Administrator (Non-Civil Service)

Committed to Building a "Service First" Culture



THE COMMUNITY

The vibrant spirit of Dallas, and its true Texas charm, provides an authentic experience that is world-class! As the ninth largest city in the United States and the third largest city in Texas, Dallas has over 1.3 million residents. The Dallas-Fort Worth-Arlington metropolitan area, commonly known as the Dallas Fort Worth (DFW) Metroplex has 120 cities and a population of more than 7.2 million and is the No. 1 visitor and leisure destination in Texas!

The community is proud of its diverse neighborhoods and attracts residents desiring both urban and affordable living. With many events and activities to choose from, Dallas has much to offer both tourists and area residents. The DFW region is the home of six major sports franchises including the Dallas Cowboys (NFL); Dallas Stars (NHL); Dallas Mavericks (NBA); Dallas Wings (WNBA); FC Dallas (MLS) and the Texas Rangers (MLB). The Dallas Arts District is the largest urban arts district in the United States, and Fair Park is home to the largest collection of Art Deco buildings in the country.

Known for business, Dallas is home to the third largest concentration of Fortune 500 companies. The greater DFW area boasts the 5th largest economy in the country and 10th largest in the world. The City's economy is primarily based on banking, commerce, telecommunications, technology, energy, healthcare and medical research, and transportation and logistics. Supporting both business and tourism, the Dallas-

Fort Worth Airport is one of the largest and busiest airports in the world.

Dallas has more than 300 public and nearly 90 private primary and secondary schools. Also, the region is home to more than 40 higher education institutions, including the University of Texas Southwestern Medical School, Southern Methodist University, the University of North Texas, Texas Christian University, University of Texas at Arlington, and University of Texas at Dallas.

Dallas is also one of the most ethnically diverse major cities in the United States, with residents of Hispanic or Latino (42%), African American (24%), Asian (5%), and Caucasian (29%) descent. The Dallas metropolitan area is recognized as having the sixth-largest concentration of members of the LGBTQ community among the 50 largest U.S. cities.

THE CITY

The City of Dallas operates under Council-Manager form of government with a Mayor and 14 City Council Members serving as district representatives. Under this form of government, the elected body sets policies for the operations of the City. The City Manager is appointed by the Mayor and City Council to serve as the chief administrator over the City government organization. The City Manager has an Executive Leadership Team which consists of seven Assistant City Managers and Chiefs. The City of Dallas is a full-service organization composed of more than 30+ departments. The City Manager oversees all departments and functions of the City except those of City Attorney, City Secretary, City Auditor, and judiciary, each of whom reports directly to the City Council. In addition, the Park and Recreation Department does not report directly to the City Manager but has its own board that is appointed by the City Council. Dallas has an FY 2021-22 operating budget of \$3.48 billion and capital budget of \$863 million for total of \$4.345 billion. The city currently has a total of 14,423 budgeted full-time employees.

THE VALUES OF SERVICE

The City of Dallas is building a **Service First** culture that is guided by five core values:

- > **Empathy** - We demonstrate compassion by listening and understanding.
- > **Ethics** - We believe in being transparent, open, and honest.
- > **Excellence** - We are committed to continuous improvement.
- > **Engagement** – We seek intentional connections in our communities.
- > **Equity** - We understand the diverse needs of the community we serve.

THE DEPARTMENT

The Dallas Police Department provides preventative, investigative, and enforcement services, increasing citizen satisfaction with public safety and obtaining community cooperation through the Department's training, skills, and efforts. Additionally, realizing that the Police Department alone cannot control crime, but must act in concert with the community and the rest of the Criminal Justice System.

The Dallas Police Department is comprised of eight divisions:

- > **Central**
- > **North Central**
- > **Northeast**
- > **Northwest**
- > **South Central**
- > **Southeast**
- > **Southwest**
- > **Jack Evans Headquarters**

THE OPPORTUNITY

The City of Dallas has the potential to be the equitable, sustainable, and prosperous heart of North Texas. As the ninth-largest city in the nation, Dallas is home to more than 1.3 million residents in a rapidly growing region of more than 7.5 million people. The region is one of the world's busiest transportation hubs and the headquarters of almost two dozen Fortune 500 companies. Anchored by strong institutions of higher education and healthcare, Dallas is a national leader in healthcare, technology, financial services, defense, and transportation industries.

This economic growth in the City and the region has exponentially increased construction activity and, therefore, has also increased demand that the City actively do its part to foster a seamless land use development process. The National Association of Homebuilders ranked Dallas No. 2 in the nation for single family home permit filings, and Yardi Matrix estimates that builders in the Dallas-Fort Worth region will deliver 21,173 rental units by the end of 2021. Further, nearly 4.2 million sf of industrial space was delivered to the market in 2020 according to Commercial Search data, and nearly \$13 billion in commercial property deals were executed in the first half of 2021 according to Real Capital Analytics data.

However, Southern Dallas, and more broadly, communities of color have been left out of this economic prosperity. In May 2021, the City Council approved an Economic Development Policy to realign the City of Dallas' economic development priorities toward a future of equitable growth. The City is committed to correcting systemic disparities by fostering economic opportunity through strategic interventions and investments. The City has also vowed to operate with inclusive, transparent, and responsive governance. City Council established a one-year transition period to develop the organizational structure, policies, and processes that will lead to a successful Policy implementation. The City is looking to reinvent itself and seeks innovative leaders to help shape that transformation. As a result, the City is seeking to fill the position of Deputy Building Official who will play a key role in this transition and beyond.

The City intends to use policy and process to foster economic growth in Dallas. The Personnel Division Administrator will work closely with the Dallas Police Department Administrative Bureau Assistant Chief, the City Manager, City Council, and staff within the Dallas Police Department to uphold the following goals and initiatives of the Department.

THE POSITION

The Personnel Division Administrator will provide direction and oversight for the division including recruiting, background and applicant processing, Employee Relations, budget and will provide leadership and direction over the Dallas Police Department's Personnel Division. The Personnel Division Administrator is deeply knowledgeable about best practices in Recruiting, Background and Applicant Processing, Employee Relations, and Facilities Management. They understand the importance of providing the highest quality of service to the internal and external customers while being responsive to the needs and realities of the department, DPD employees, and the community. They are a creative thinker who can create practices and a team culture that aligns with the departmental goals, mission, and vision of City of Dallas and Dallas Police Department policies.





The Personnel Division Administrator reports to the Dallas Police Department Chief of Police. Effectively manages relationships with key internal and external stakeholders such as Civil Services, City Controller's Office, etc. Essential functions of the Personnel Division Administrator include but are not limited to:

Personnel Services Oversight

Operations Oversight

Facilities Management

THE IDEAL CANDIDATE

This dynamic and innovative leader shall be a values-based community steward that is deeply committed to the mission of public service and the willingness to strive for excellence with service delivery. The new Personnel Division Administrator must possess the compassion and emotional intelligence necessary to effectively lead and manage a diverse, high-performing team, and the confidence to make sound decisions that are in the best interest of City of Dallas employees and the community.

The ideal candidate for the next Personnel Division Administrator shall have the following core competencies:

Leading Change

- > The ability to bring about strategic change, both within and outside the organization, to meet organizational goals.
- > The ability to establish an organizational vision and to implement it in a continuously changing environment.

Leading People

- > The ability to lead people toward meeting the organization's vision, mission, and goals.
- > The ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Results Driven

- > The ability to meet organizational goals and customer expectations.
- > The ability to make decisions that produce high-quality results by applying technical knowledge, collecting, and utilizing relevant data, analyzing problems, and calculating risks.

Business Acumen

- > The ability to manage human, financial, and information resources strategically.

EDUCATION AND EXPERIENCE

A combination of the following requirements:

- > Bachelor's degree (B.A.) in Human Resources, including Employee Relations, or a related field of study, including public administration, business administration, or law.
- > Architect or engineer legally registered under the laws of Texas (AIA, PE).
- > At least 10 years of work experience as a Human Resource Manager in the public, and/or private sector.
- > At least 10 years of significant leadership experience with demonstrated responsibilities managing 20 or more employees.

Credentials

- > **A valid Texas driver's license is required.**

DISCLOSURES: WORKING HAZARDS AND CONDITIONS

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

COMPENSATION AND BENEFITS

Annual salary is commensurate with qualifications and experience of the successful candidate. Relocation assistance will also be available for the successful out of area candidate. The Salary listed on this job posting is the starting salary range; and amount offered will depend on qualifications.

HOW TO APPLY

The position is Open Until Filled with first review of applicants scheduled for April 14, 2023. Interested candidates should apply online at www.GovHRjobs.com with resume, cover letter and contact information for at least five (5) professional references to the attention of Sarah McKee, Senior Vice-President, GovHR USA. Tel: (847) 380-3240.

The City of Dallas is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to their success. The city seeks to recruit the most talented people from a diverse candidate pool and strongly encourage women, people of color, LGBTQ individuals, people with disabilities and veterans to apply.

