



**City of Dallas**

An aerial photograph of the Dallas skyline, showing numerous skyscrapers and a large highway interchange in the foreground. The image is partially obscured by a dark blue diagonal band.

# **DIRECTOR OF PLANNING AND URBAN DESIGN DALLAS, TEXAS**



**GovHR USA**  
**GovTEMPS USA**

# DIRECTOR OF PLANNING AND URBAN DESIGN DALLAS, TEXAS

## 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!

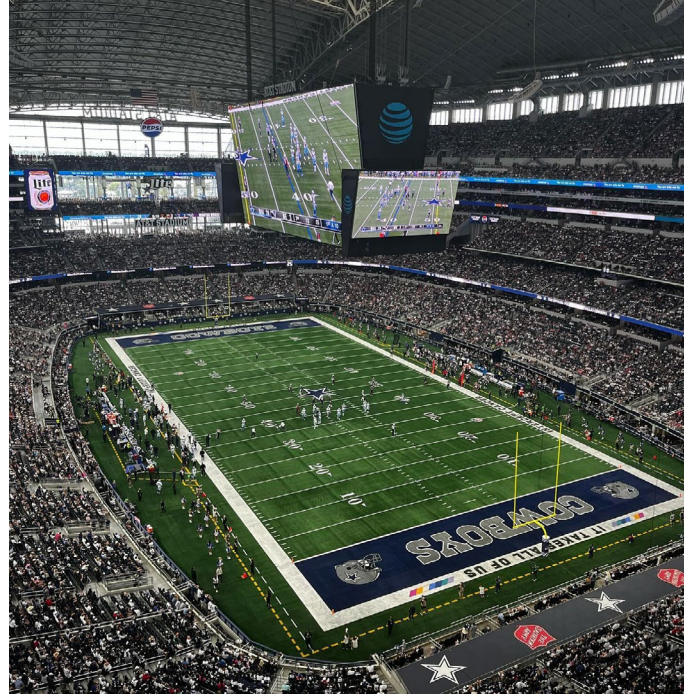
The community is proud of its diverse neighborhoods and attracts residents desiring both urban and affordable living. With many events and activities to choose from, Dallas has much to offer both tourists and area residents. The DFW region is the home of six major sports franchises including the Dallas 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 the 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 of the City government organization. The City Manager has an Executive Leadership Team which consists of two Deputy City Managers and five 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 the 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 2022-23 operating budget of \$3.546 billion and capital budget of \$959 million for a total of \$4.505 billion. The city currently has approximately 15,300 full-time employees.

The City of Dallas is guided by a service culture that embodies the core values of Empathy, Ethics, Excellence, Engagement and Equity.





## THE DEPARTMENT

Dallas Planning and Urban Design is a department of 67 full-time employees responsible for developing comprehensive plans, policies, and programs through effective community engagement. The goal of the department is to advance livability, economic vibrancy, sustainability, and equity within the City of Dallas. The department is responsible for zoning and land use decisions, as well as regulation, inspection, and enforcement of building codes. The Department is also responsible for Historic Preservation and Design. The Department was re-organized within the past two years to allow for greater collaboration and a higher level of service. Additionally, the City of Dallas has made investments in software, such as electronic permitting to further enhance the department's capabilities.

The City of Dallas has prioritized updating and modernizing its planning and development tools by embarking on a community driven update to ForwardDallas, its comprehensive land use plan; recently adopting a master redevelopment plan for Hensley Field, a former US Naval airfield; infusing racial equity into an updated Historic and Cultural Preservation Plan, and undertaking a comprehensive review and reform of the City's zoning ordinance. The City has invested in new systems and processes to lay a solid foundation for the next Director of Planning and Urban Design to continue to build this dynamic team of diverse planners and further advance the Department's vision and progress.







## THE POSITION

The Director of Planning and Urban Designs reports to the Assistant City Manager. The Director is responsible for providing strategic leadership and oversight of the department as well as planning, organizing, and directing the overall management, administration, and operations for the department by performing the essential functions of the position.

The Director is responsible for approximately 67 employees in a service 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.

### Essential functions for this role:

- Directs, leads, and oversees the development and maintenance of long-range citywide vision and policies for future land development through inclusive community engagement, collaboration across departments and agencies, and effective implementation of strategic City actions.
- Interacts, communicates, and collaborates with the development community and residents to develop rapport, answer challenging questions, resolve issues, or present information serves as a subject matter expert on all development and urban design related process and procedures.
- Consistently engages with City Council and City Management to facilitate improved service delivery; support strategic planning and development.
- Oversees the annual departmental work plans, projects, and priorities for the department.
- Oversees and monitors the Planning and Urban Design biannual budget, including revenues and expenditures and uses such information to make strategic decisions and recommendations for the department.
- Reviews, edits, and approves preliminary and final documents and communications from the department, including status reports, general information, and program updates.
- Represents the Planning and Urban Design Department and the City at public meetings, speaking engagements, community outreach and with community partners and media.



## 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 Director must possess a sound understanding and knowledge of best practices and emerging trends in land use and planning. The next Director should also be committed to diversity, equity, and inclusion in planning and urban design.

Several core competencies have been identified for the ideal candidate:

- ➔ **STRATEGIC LEADERSHIP** – Ability to establish a clear vision and the organizational direction required to achieve it.
- ➔ **FORWARD-THINKING** – Ability to anticipate the opportunities and/or consequences of situations and the willingness to act; notices trends and develops plans to prepare; anticipates reactions to information and responds accordingly.
- ➔ **TEAM ORIENTED** – Able to build rapport and trust within the department, able to create opportunities for professional development and mentorship.
- ➔ **COLLABORATIVE** – Ability to develop, maintain and strengthen partnerships with others inside and outside the organization and comfortable and adept with a variety of stakeholders.
- ➔ **POLITICALLY SAVVY** – Ability to show diplomacy when relating confidently and professionally to people at all levels, both internally and externally; is perceptive in reading non-verbal behavior and sensing the motivation of others without making judgment; ability to look at the nature of a problem and separate it from the person presenting it.
- ➔ **ADEPT COMMUNICATOR** – Skill in quickly assessing information and then processing the pros and cons of situations to convey a message to others; able to be thorough, concise, and consistently straightforward when sharing verbal or written thoughts, conclusions, and information.
- ➔ **RESILIENT** – Able to adjust and adapt as necessary, including the ability to seek alternative solutions and consensus to move initiatives forward.



## EDUCATION/EXPERIENCE

Successful candidates will have a Bachelor's degree in Planning, Business Administration, Urban Design, Community Development, or a related field and ten (10) years of progressively responsible work experience in urban planning, architecture, or urban design development and/or redevelopment, public administration or a related field. It is also preferred that candidates have experience in the local government as well as with public and private partnerships.

## COMPENSATION AND BENEFITS

The current salary range for the Director of Planning and Urban Design is \$138,755 to \$208,133 based upon experience along with a comprehensive and competitive benefits package.

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The deadline for applications will occur on January 5, 2024. To apply, candidates must submit a comprehensive resume, cover letter and current contact information for five professional references to [www.govhrusa.com/career-center](http://www.govhrusa.com/career-center). Candidates may contact the recruiter, Charlene Stevens, Executive Vice President for Recruitment Services, 224-326-1290.



GovHR USA  
GovTEMPS USA