

ASSISTANT CITY MANAGER



City of
University Park, TEXAS
Committed to Excellence



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About the Position

After over 40 years of serving in local government, Lea Dunn, Assistant City Manager, has decided to retire from the City of University Park. Mrs. Dunn leaves a legacy of demonstrated leadership and excellence and has been instrumental in many of the City's successes. The City seeks to fill the Assistant City Manager role with an individual who exhibits leadership characteristics, such as dedication and commitment to the community, integrity, collaboration and teamwork.

The City of University Park provides a stable and supportive work environment marked by tremendous support from the community, Mayor and City Council members. Over the past 40 years, the City has had only three City Managers.



The Assistant City Manager is an executive level position under the general administrative direction of the City Manager. Primary responsibilities include assisting in the planning, directing, management and review of the activities and operations of the City.

This position leads, provides direction and evaluates performance of assigned department directors; provides professional counsel and technical advice to the City Manager and City Council on matters relating to policy and program development, financial management of the City and/or departments, management and operation of departments.

Departmental responsibility for this position will be determined based, in part, on the background and experience of the best qualified applicant.

When designated, the Assistant City Manager will serve as acting City Manager in the absence of the City Manager.



Education & Experience

The Assistant City Manager position requires the demonstrated ability to effectively coordinate and negotiate with elected and appointed officials, the general public, and city employees.

Competency in following areas is required:

Public speaking; communicating with culturally and educationally diverse audiences; coordination, delegation, and negotiation; collaborating effectively with individuals and groups at a full range of levels on a variety of work related issues and influencing them to change their behavior.

Ability to mediate resolutions to problems within and across departments to improve organizational effectiveness. Ability to manage a variety of programs. Ability to work equally effectively in team-based environments as well as on tasks, which require high levels of initiative, autonomy and independent thought and action. Ability to establish and maintain effective working relationships with all levels of employees. Must have integrity and high standards of ethical conduct.

A Masters Degree required in Public Administration or closely related field is required, in addition to six years of progressively responsible experience in government or business management, including four (4) years of administrative and supervisory experience. Two years of experience in an executive City management role is preferred.



Compensation & Benefits

The City of University Park offers comprehensive and competitive benefits & compensation. Benefits include health, dental, vision, supplemental life insurance and AD&D, contribution to Health Savings Accounts; participation in the Texas Municipal Retirement System (2:1 matching; retirement eligibility at 10 years & age 60 or 20 years of service) and competitive leave benefits.



A Wonderful Place to Live & Work

University Park is a predominantly residential community of more than 25,000 residents, 3.69 square miles and located approximately five miles north of downtown Dallas, Texas. The City is the home of Southern Methodist University, George W. Bush Presidential Center and is known for its attractive homes, beautiful parks, and numerous churches.

- Centrally located, close to a broad range of cultural, recreational, shopping, and business activities.
- A diverse range of more than 7,000 homes supports a unique population base.
- One of the most highly-educated cities in the nation, 87 percent of residents over 25 % have college or advanced degrees.

The City is served by the Highland Park Independent School District (HPISD), consistently ranked among the highest in the state.



The City prides itself on providing prompt and personal attention to requests for services. A primary goal of the City is to provide and maintain a secure residential atmosphere and, through a hometown policing approach, the City maintains crime rates among the lowest in the metropolitan area.



Mission

To enhance the quality of life for the residents, businesses and employees of University Park while providing services in an excellent, responsive, and efficient manner.

Core Values

Dedication, Competence, Diligence,
Communication & Service.



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Government



Administration

The City of University Park operates under the Council-Manager form of government. Council-Manager governments function with the City Manager appointed by the Council. The City Council consists of the Mayor and four City Council members who are elected at large. The City Manager is responsible for all personnel matters in the City and for preparing and submitting an annual budget for Council review. The annual budget for fiscal year 2021-2022 is \$56,301,727.

The Executive Department is staffed by the City Manager, Assistant City Manager, the City Secretary, the Director of Communications and Marketing, the Special Projects Coordinator, a Communications and Marketing Specialist, and the Receptionist. The City has a total of 264 full time employees.

Application Process

For more information about the City of University Park and to apply for the Assistant City Manager position, please visit our website at www.uptexas.org

The City of University Park is an equal opportunity employer.