

DIRECTOR OF PUBLIC WORKS



City of University Park, TEXAS

About the Position

The City seeks to fill the Director of Public Works 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 Director of Public Works is an executive level position under the general administrative direction of the Assistant City Manager. Primary responsibilities include planning, managing, and directing the daily operations of the Public Works Department.

In 2018, the Public Works Department earned the prestigious designation of American Public Works Association (APWA) Accreditation. The Director of Public Works plans and directs various department wide programs and initiatives related to maintaining accreditation, including asset management, emergency preparedness, employee safety and accident prevention, and internal process improvement.

The position is also responsible for developing and negotiating agreements and contracts, while monitoring contract compliance and performance to ensure obligations are met. Additionally, this position leads the development and administration of the Public Works budget, monitoring annual budgetary projections and justifications, submitting annual department budget requests, and approving expenditures.

The Director of Public Works proactively interacts with residents, elected officials, and executive management teams providing technical advice, information, and recommendations in support of department and organizational goals and objectives.





Education & Experience

As head of the Department, the Director of Public Works develops goals, strategies, and policies; establishes long term objectives to align with the City's strategic plan and initiatives; ensures compliance with City-adopted policies and procedures; and presents information on projects, programs, and initiatives to a variety of stakeholders.

Competency in the following areas is required:

Public speaking; preparing and delivering presentations at public venues including meetings of the City Council and various associations, groups, and organizations.

Coordination and delegation; collaborating effectively with other City departments and external agencies on behalf of the Public Works Department.

Ability to manage a variety of city services and capital projects. 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 Bachelor's Degree in a related field is required and a Master's degree is preferred. Ten (10) years of leadership experience in civil engineering or a related field, including at least three (3) years of supervisory experience is required.

Compensation & Benefits

The City of University Park offers comprehensive and competitive benefits & compensation. Salary range for this position is \$135,574 to \$199,097, depending on qualifications. 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





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 annual budget for fiscal year 2023-2024 is \$65,817,493.

The City has a total of 261 full time employees, with 93 of those employees within the Public Works Department.

Application Process

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

The City of University Park is an equal opportunity employer.