

CITY OF EL PASO, TX

MANAGING DIRECTOR OF PUBLIC WORKS



300 N. Campbell, El Paso, Texas 79901



CITY OF
EL PASO



The Community

El Paso is a city on the move! Located in far west Texas and on the border with Mexico, El Paso is known for being a leader in international trade. The City is home to more than 679,000 people making it the 19th largest city in the United States. Together with its sister city, Ciudad Juarez, the area comprises the world's largest international metroplex, with a population of approximately 2.7 million making El Paso a thriving international city that plays a key role in world trade, manufacturing and distribution while serving as a regional center for health care, higher education and the cultural arts.

The City is not only a great place to work but to live as well. El Paso is America's Safest City among cities over 500,000 population. The weather with more than 300 days of sunshine a year is perfect for any outdoor lover. The City offers a variety of parks and recreation activities, outdoor music concerts and cultural events. If that's not enough, the City provides the perfect setting for rock climbing, hiking and biking at the Franklin Mountains State Park. El Paso also offers a diverse and rich culture that is clearly a reflection of its history and the great people that have called the City, "home". El Paso is also home to Fort Bliss, the U.S. Army's second largest military installation and a vital part of the City's economy. Other pillars of El Paso's economy include the University of Texas at El Paso and the Medical Center of the Americas, which houses the only four-year medical school located on the U.S./Mexico border.

Accolades

- #1 Lowest Crime Rate in the US over 500,000 population 4th year in a row (CQ Press, January 2014)
- #2 Top 25 Foreign Trade Zones (Global Trade, 2013)
- #3 Top Best City to Raise a Family (out of 50 most populated cities), (Movoto.com Real Estate, May 2013)
- #3 Best Run City in America (Wallet Hub, 2015)
- #4 Least Expensive U.S. Metros for conducting business (Market Watch - Wall Street Journal, July 16, 2014)
- #5 Best in Nationwide Well-Being Index 2014 (Gallup-Healthways Well-Being Index, April 2015)
- #11 on the 2015 National Tourism Quality Performance Rankings list (Resonance Report, August 2015)
- Top 20 of America's Best Performing Cities for growth in jobs, income and high-tech GDP -- among 200 largest metros (Milken Institute, January 2012)

Government

The City of El Paso operates under a council-manager form of government. This system combines the political leadership of elected officials, in the form of nine Council Members, including the Mayor, with the strong managerial experience of an appointed local government manager. All power is concentrated in the elected council, which hires a professionally trained manager to carry out its directives and oversee the delivery of public services.

- *Mission:* Deliver outstanding services to support a high quality of life for residents, businesses and visitors.
- *Vision:* El Paso will have safe and beautiful neighborhoods, a vibrant regional economy and exceptional recreational, cultural and educational opportunities.
- *Values:* Integrity, Respect, Excellence, Accountability, People

The Position

The Managing Director of Public Works is a newly created position. As a member of the executive management team, the Managing Director of Public Works directly oversees several of the City's operating departments to address the needs of the community and the City Council.

At this time, the Managing Director of Public Works will oversee the following departments:

- **Capital Improvement** – <http://www.elpasotexas.gov/capital-improvement>

The City of El Paso's Capital Improvement Department (CID) includes more than a billion dollars' worth of investment in public infrastructure.

The city's CID includes unprecedented investments in quality of life infrastructure, complete streets, standard-setting municipal facilities, and mobility infrastructure which includes Sun Metro facilities and the El Paso International Airport.

It's all in service of the department's mission statement: To provide capital project management services to city staff, residents, and visitors to El Paso so they can use and enjoy improved infrastructure, facilities, and amenities for enhanced health, safety, and welfare.

- **Environmental Services** – <http://www.elpasotexas.gov/environmental-services>

The Environmental Services Department is committed to providing a clean, safe, healthy and beautiful environment for all El Paso residents to enjoy. As part of our mission, the Environmental Services team strives to maintain top quality code enforcement, environmental health and integrated solid waste management services that have a direct impact on the future of our community.

The Environmental Services Department is responsible for providing a wide range of services to the residents of El Paso. They include: garbage and curbside recycling collections, landfill operations, animal services programs, air quality monitoring, and code compliance enforcement among other services to help keep our community clean and beautiful.

- **Streets & Maintenance** – <http://www.elpasotexas.gov/streets>

The mission of the Streets and Maintenance Department is to provide traffic engineering and infrastructure maintenance services to the traveling public in our community so they can experience an enjoyable, safe, efficient and reliable walk, bike or ride.

Major Duties, Functions and Responsibilities

- Identify opportunities for improvement and oversee implementation of changes and serve as a change agent for all public works functions.
- Lead and coordinate inter-departmental activities by delineating responsibilities, organizing cooperative ventures and monitoring collective performance of departments managed, and non - City agencies.
- Implement initiatives to support the development of a high performance team of employees providing exceptional services to those served.
- Provide continuity of governmental policies and operations through implementation of effective strategic planning, organizational analysis and accountability activities
- Support a citizen-based process of comprehensive and strategic planning under the Mayor and Council direction in order to empower all segments of the community in creating a future vision for the City.
- Involve representatives of the community in partnership with the Mayor, the Council and administrative staff to create an action plan to provide a high quality of life and increased economic opportunities.
- Promotes a partnership in governance through a mutually supportive relationship between the Mayor, Administration and Council.
- Consult with and provide guidance to department heads concerning organizational, operational, financial and budgetary goals, objectives and problems.



- Represent the City to management staffs of other department groups, elected officials, outside agencies and the public.
- Explain, justify and champion programs, policies and activities of assigned departments, and negotiate and resolve sensitive, significant and controversial issues.
- Monitor and evaluate efficiency and effectiveness of service delivery methods and procedures. Assess and monitor workload, and administrative and support systems of assigned departments.
- Oversee research, procedural, administrative and managerial studies, and the preparation of reports embodying proposed or recommended courses of action.
- Remain abreast of changes in federal, state or local laws or regulations concerning and affecting department operations.
- Ensure compliance with new or revised regulations.
- Supervise assigned personnel as a senior appointing officer which involves:
 - ◇ Schedule work to expedite flow and balance loads.
 - ◇ Assign duties, and issue written and oral instructions.
 - ◇ Check work for service effectiveness, quality and quantity acceptability, and policy and procedural conformance.
 - ◇ Guide subordinates to overcome difficulties encountered, correct errors and rectify complaints.
 - ◇ Appraise performance of direct reports and review employee ratings by subordinates.
 - ◇ Coach to motivate competency improvement and career advancement.
 - ◇ Arrange for or conduct internal orientation, job training, and employee development activities.
 - ◇ Enforce personnel rules and regulations, and conduct, courtesy, attendance, safety and appearance standards. Maintain harmony among employees and resolve appealed grievances internally.
 - ◇ Interview and hire applicants.
 - ◇ Recommend, adjust pay of, transfer, discipline and terminate employees.
 - ◇ Structure organizations, realign functions, and change staffing levels and job designs.
- Perform related incidental executive duties contributing to realization of City goals as required to include:
 - ◇ Personally carry out key professional and managerial functions usually delegated to others as qualified to maintain continuity of essential operations and services of department group if necessary.
 - ◇ Provide designated support for miscellaneous projects or temporary activities overseen by City officials as instructed.
 - ◇ Engage in activities associated with training and orientation of less knowledgeable coworkers upon request, and in designated professional development assignments under general directions.
 - ◇ Serve on ad hoc or regular committees, or lead or participate in meetings to represent departments or the City.
 - ◇ Conduct special and recurring studies, and prepare and present persuasive reports and recommendations containing technical data and cost estimates affecting activities of departments managed for review by City officials and other executives.
 - ◇ Maintain awareness of occupationally related technological and conceptual developments.
 - ◇ Oversee manual or automated maintenance of department group activity or status records.

Required Knowledge, Skills and Abilities

- Application of considerable knowledge of construction alternative delivery methods
- Application of considerable knowledge of generally accepted policies, practices and procedures in public sector administration and operations, including budgetary development and control practices, human resource management, planning, program development, and/or modern centralized and decentralized financing and business management theories and methods applied to metropolitan municipal government.
- Application of considerable knowledge of customer service or public relations methods, policies and practices, including customer service performance assessment and negotiation strategies.
- Application of considerable knowledge of federal, state and local laws related to municipal operations, including accessibility legislation, records management regulations, and the Texas Freedom of Information Act.
- Application of good knowledge of computer hardware, software and peripherals related to a wide range of municipal management operations.
- Interpret quantitative and qualitative information dealing with complex abstract and concrete variables to identify, analyze, and solve practical management problems of considerable difficulty.
- Establish and maintain effective working relationships with coworkers, officials, regulatory agencies, and the public.
- Clear, oral and written communication to persuade, negotiate and resolve differences of opinion or interpretation.
- Public Speaking Techniques
- Maintain confidentiality and exercise discretion.
- Ability to perform a wide variety of highly responsible, complex, and diverse advanced level professional duties involved in providing administrative, analytical, and technical support to the City Manager's Office involving the use of independent judgment and personal initiative.
- Ability to effectively present information and respond to questions from internal and external customers including council members, committee and commission members, and the general public
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to demonstrate an awareness and appreciation of the cultural diversity of the community.
- Ability to research, analyze and evaluate City-wide programs, policies, and procedures

Other Job Characteristics

- Work extended hours and weekends as an executive reporting to the City Manager.
- Regular out of town travel for professional conferences and meetings.

Education and Experience

Qualified candidates should possess a Bachelor's degree in Public or Business Administration, or a related field; a Master's degree is preferred. Qualified candidates will have a minimum of seven (10) years of progressively responsible professional experience including demonstrable senior management experience and financial oversight at a department head, deputy department head, or equivalent level position; experience in LEAN 6 Sigma is a plus.

Licenses and Certificates

A Texas Class "C" Driver's License or equivalent from another state is required.

Ideal Candidate

The successful candidate should be a strong leader who is in command of the facts and can convey them with transparency. The ideal candidate should have knowledge and experience in capital improvement, streets/maintenance and environmental services. The ideal candidate must exhibit strong relationship-building skills and exhibit discernment in working with the entire organization and the community.

This individual will be an effective manager who inspires staff to achieve excellence and encourages professional development. Solid leadership skills to include communication, collaboration and team building efforts will be necessary to build a cohesive work division. Advanced written and oral communication skills are imperative along with an appreciation for the use of processes and metrics.

Salary

The City of El Paso is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will be available for the successful out of area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: MDPW

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