



Life Connected.

# STRATEGIC SERVICES DIRECTOR

City of Celina, TX

## About Celina, TX

Welcome to Celina, where excitement and opportunity are on the rise! Nestled at the northern edge of the Dallas-Fort Worth “Golden Corridor,” Celina is strategically positioned for significant growth. With key regional corridors like the North Dallas and Sam Rayburn Tollways at its doorstep, Celina enjoys unique geographic, economic, and demographic advantages that foster a dynamic environment for expansion. Spanning 78 square miles, including 32 miles within city limits, Celina boasts the second-largest geographical footprint in North Texas. Here, growth is both deliberate and driven by vision.

At the heart of Celina lies its vibrant Downtown, a hub of local businesses, charming restaurants, and eclectic boutiques. This lively district is also the venue for some of the city’s most beloved events, such as the renowned Cajun Fest. The city hosts over 30 annual events, including the Friday Night Farmer’s Market, Beware! Of the Square, Christmas on the Square, and Splash and Blast.

With a current population exceeding 40,000 and projections reaching 380,000 at full build-out, Celina has experienced explosive growth, nearly tripling since 2010. This rapid expansion has earned Celina the title of the fastest-growing city with a population above 20,000 in the country according to the U.S. Census Bureau.

Celina is more than just a place to live and enjoy; it’s an exceptional place to work. We value our employees highly, continually assessing our programs, tools, and training to support their career development. Embracing diversity as a driver of innovation, our core values foster a workplace culture where everyone is encouraged to bring their authentic self.





## City Government

Celina is operated by a Council-Manager form of government, with six council members and a mayor, each of whom is elected, at-large, to three-year terms. The council appoints a City Manager to act as the Chief Administrative Officer of the city.

## City Values

At the City of Celina, we exemplify high performance through our core values: *Excellence, Community, Integrity, and Service*. We hold ourselves and all our employees to these standards, ensuring that they are integral to our daily operations and interactions.

## The Position

Under general supervision of the City Manager, the Strategic Services Director will perform complex professional administrative and policy analysis work. Work involves conducting organizational studies and evaluations, designing systems and procedures, conducting operations efficiency analyses, and preparing operations and procedures manuals to assist management in operating more efficiently and effectively while providing guidance to others. The Strategic Services Director has direct supervision over the Assistant to the City Manager/ Department Liaison, Volunteer and Community Engagement, Downtown Manager, and the GIS Division.

## Knowledge and Abilities

- Skilled in providing exceptional customer service;
- Skilled in speaking and dealing tactfully and effectively with the general public;
- Skilled in process improvement, preferably in a municipal environment
- Knowledge of strategic planning and management principles.
- Preferred knowledge of municipal government structure and operations

# Duties, Functions and Responsibilities

- Lead and conduct complex, high-level research, compile and analyze information, and create reports to present and interpret data for identifying alternatives and recommendations.
- Oversee and manage key projects, activities, and initiatives, including implementation, evaluation, data reporting, process analysis, and action planning.
- Provide strategic support for key City functions such as strategic planning, budget processes, business operations, performance management, ordinance, and policy development.
- Research and address reported stakeholder and public issues, coordinate with relevant departments and resources, and communicate necessary follow-up and response.
- Represent the City at civic, community, City Council, and other meetings; serve as a liaison between the City Manager's office, stakeholders, residents, and committees; prepare meeting materials and coordinate presentations and speeches as needed.
- Develop and maintain relationships with key stakeholders, community partners, and external agencies to foster collaboration and support organizational objectives.
- Ensure compliance with applicable laws, regulations, and City policies in all strategic initiatives and projects.
- Manage and allocate resources effectively to support the successful implementation of strategic initiatives.
- Prepare and present comprehensive and clear reports to executive leadership, City Council, and stakeholders on project status, outcomes, and recommendations.
- Provides backup support for other City Management staff as needed.





## Education and Experience

A Bachelor's Degree in Public Administration, Business, or a closely related field is required. A Masters of Public Administration or a related field is highly preferred.

## The Ideal Candidate

The ideal candidate will possess a robust background in strategic planning, budget management, and business operations. They should have significant experience in performance management, ordinance and policy development, as well as project management and professional administrative and policy analysis work.

The ideal candidate should have a proven track record in conducting organizational studies and evaluations, designing systems and procedures, performing operations efficiency analyses, and developing comprehensive operations and procedures manuals.

The ideal candidate will be skilled in building and sustaining relationships with key stakeholders, community partners, and external agencies. Strong communication, collaboration, and team-building skills are critical for success in this role. Advanced abilities in presentation, as well as written and oral communication, are imperative.

# Salary

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

# How To Apply

Applicants should forward a cover letter and resume to:

[resumes@affionpublic.com](mailto:resumes@affionpublic.com)

Reference: CELINASSD

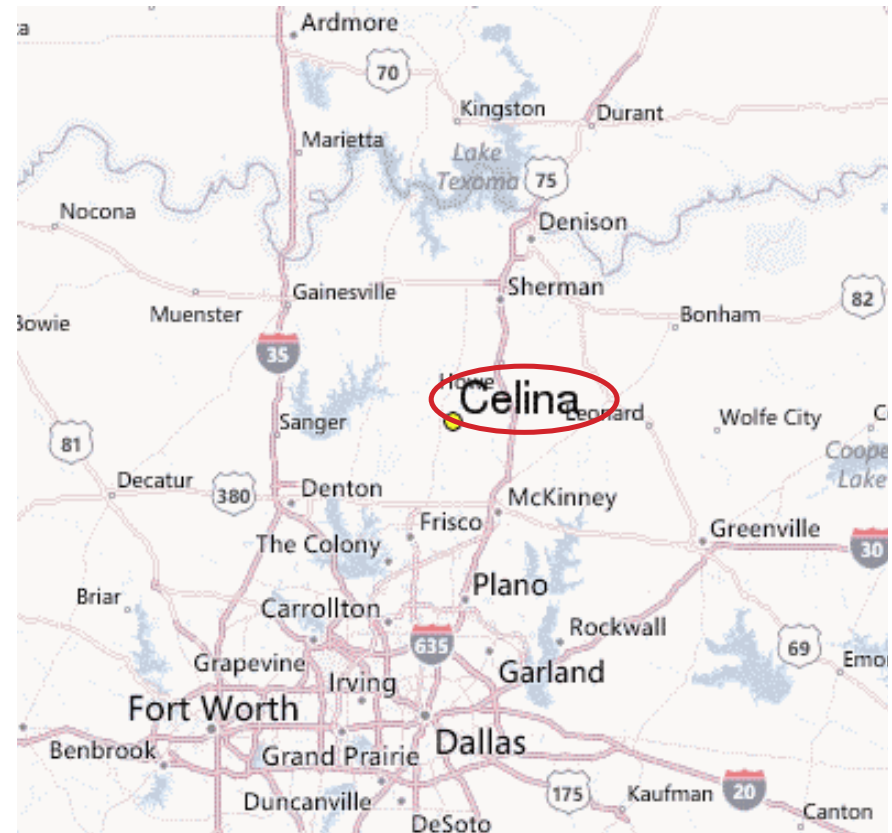
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