



Assistant Director for Equipment and Building Services

Equipment and Building Services (EBS) is seeking an accountable, experienced, innovative, and responsive individual to serve as an assistant department head reporting directly to the Director of Equipment and Building Services.

EBS is responsible for a wide range of City services focused primarily in two areas - fleet management and facility management. As a result of a retirement, the department seeks a new contributor to the executive management team with experience and abilities in multiple areas of the department's responsibilities. This vacancy is regarded as a potential opportunity to reorganize to some degree and enhance the ability to deliver excellent, primarily internal services to the rest of the City of Dallas organization. EBS is one of several City departments with certified management systems in place for environmental management, occupational health and safety programs, and quality management.

EBS provides procurement, maintenance, repair, and disposal for approximately 5,400 units of general fleet. In addition, EBS manages operates eight fuel islands and significant fuel storage infrastructure.

EBS provides maintenance, operations, and repairs for approximately 675 City-owned buildings or leased spaces totaling over 12.7 million square feet. EBS is responsible for custodial services in approximately 4.3 million square feet of space through a combination of staff and service contracts. In addition, EBS provides security services at nine facilities through a combination of staff and service contracts.

Primary responsibilities of the position are to plan, direct and provide executive management in a department of approximately 550 staff. The position is responsible for providing administrative direction, operations review and quality control of assigned services, to ensure efficient and effective performance including periodic benchmarking. The incumbent will plan and review performance of subordinate managers and supervisors. The incumbent should be able to develop, evaluate and implement policies, procedures, standards, goals, and objectives for assigned functions and be an active participant in the development of the departmental business plan annually. He/she will also oversee financial and budgetary management for assigned areas, monitor and approve expenditures and recommend resolution of budget variances. The position will be heavily involved in the development of multi-year programs (capital facilities, major facility maintenance and repair, fleet replacement, etc.).

The Assistant Director may act for the Equipment and Building Services Director in his absence or at his direction and/or represent the Department to the public, other municipalities, businesses, boards and commissions.

The position works in close collaboration with other EBS divisions and City departments and effective customer service and project management skills are critical.

The ideal candidate will be:

- A decisive and visionary leader with solid management skills and have the ability to motivate others
- A visible leader throughout the department who inspires trust and has outstanding people skills
- A strong proponent of staff empowerment and working as a team
- Politically astute with the ability to build productive relationships with the community, various stakeholders, and customer departments
- An effective communicator, both verbally and in writing
- Knowledgeable of the principles of public administration and personnel management
- Capable of managing staff and providing leadership to provide a clear understanding of the department's core goals through regular and consistent communication

Must have:

- Thorough knowledge of business principles, practices and techniques used in department management including but not limited to procurement and contract administration
- Clear focus on both internal and external customer service
- Demonstrated ability to work collaboratively with diverse stakeholders in accomplishing goals by balancing competing priorities and demands in a fast paced work environment
- Ability to interpret and apply federal, state, and local policies, laws, and regulations, as well as relevant legislation
- Ability to establish and maintain an effective rapport with all levels of city management, city officials, vendors, contractors, media, community business organizations, and the general public
- A track record of absolute integrity and honesty in professional and personal matters
- Excellent ability to analyze and project financial and other data
- Exceptional project management skills as evidenced by taking large/complex project(s) with multiple stakeholders from the beginning stages to closure within established time frames with adequate updates and communication along the way

Essential Functions:

- Review budget allocation, employee assignments, objectives, and performance of subordinate managers and supervisors
- Recommend changes to the Director, and makes reassignments of resources
- Coordinate programs and resource allocations within the department and with executives in other departments as necessary
- Monitor progress of service delivery elements through procedures and strategies to accomplish timely and effective use of available services
- Evaluate and analyze monthly management reports to make budgetary recommendations and to make strategic recommendations
- Review and approve personnel actions including hiring, training, performance evaluations and other personnel actions to ensure productivity and quality standards are maintained
- Manage and coordinate special research requests and coordinate responses to the City Manager or City Council with accurate and timely results

- Champion quality management initiatives to enhance productivity through improved work procedures and practices, improved communication and accountability
- Represent the City at local, state and national organizations and at professional activities to maintain the image of the City and to create public support for departmental programs.
- Manage / participate in wide-ranging projects such as updates to fleet utilization and replacement policies, and cost of service/privatization analyses

The successful candidate will be willing to take calculated risks (backed by solid business cases) in efforts to attempt innovative solutions. He/she will routinely employ critical thinking skills to review, investigate, and recommend solutions to issues and have the ability to accept ambiguity and contradiction as a natural part of the working environment.

Requirements:

Completion of an accredited Bachelor's degree with a focus in Public Administration, Business Administration, Management, Civil, or Architectural Engineering, Architecture, or a closely related field. Qualified applicants will have at least 10 years of broad, extensive and progressively responsible administrative experience in the general management of facility management, fleet management, and/or other public administration with responsibility for planning, organizing, coordinating and directing the staff and activities of a major program. Eight years of progressive management experience and an established track record of effectively working with various departments, positions and agencies is desirable. *Any combination of education and experience that would likely provide the required knowledge skills and abilities will be considered and may be qualifying.*

Salary

The City provides an excellent management benefits package.

Salary Range for the Assistant Director classification: \$88,006, - \$148,154

Anticipated hiring range for this specific position: \$88,006 – \$118,000

Interested Applicants:

Interested qualified candidates must submit an application online via NeoGov at:

www.governmentjobs.com/careers/dallas

*** Applications must be complete, including previous salary history and required references. A resume and letter of interest are recommended. All documents must be attached at the time of submission for consideration. A resume should be submitted as supplemental documentation only and will not be considered as a primary application for the position. Incomplete applications may not be considered. Application must be submitted by the deadline noted on the NeoGov application submission site.**

The City of Dallas is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Under the Texas Public Information Act, information from your resume may be subject to public disclosure.