



THE CITY OF DESOTO, TEXAS IS HIRING A
NEIGHBORHOOD SERVICES
DIRECTOR



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WELCOME TO DESOTO, TEXAS

Nestled among trees and the rolling hills of southwestern Dallas County, DeSoto offers attractive housing, welcoming neighborhoods, a great school system, and updated parks.

The Community

Enjoy living in a city with an engaged, diverse population where the cost of living is low and the quality of life is high. DeSoto provides ample opportunities for you to live well and become part of this city, recognized as an "All-America City" and "Best Southwest" area.

You can have that small-town feel even while you are close to the big-city attractions of Dallas. Just a 15-minute drive north lets you enjoy the art museums, cultural events, concerts, and sports events. Afterwards, you can escape the traffic and noise as you head home to DeSoto.

City government is civic-minded and provides numerous services, facilities, and events to foster a tightly knit, stable community. With a cost of living in line with the national average, DeSoto has much to offer in recreation, housing, healthcare, education, and more. In fact, generation after generation of hard-working families choose to stay in DeSoto or return after college to build a career and family.

Education

With a current enrollment of over 8,700 students, the DeSoto Independent School District is a small, suburban district 15 miles south of Dallas. The 23 square mile district serves students in the communities of DeSoto, Glenn Heights, and Ovilla with ten campuses:

- High School (10-12)
- Freshman Campus (9)
- Three Middle Schools (6-8)
- Seven Elementary Schools (PK-5)

The district enjoys community support of academics and athletics, along with taxpayer support for upgraded facilities, technology, and instruction. Every school provides outstanding academic instruction supported by pyramids of intervention, enrichment, and privileges.

Seven private schools are also located in the area, and eight higher education schools are nearby.

Demographics

- Population: 59,159
- Median age: 37.8 years
- Per capita income: \$29,170
- Median household income: \$71,497
- Education for over age 25 population
 - High school graduate: 92.3%
 - College graduate: 40.5%



NEIGHBORHOOD SERVICES DEPARTMENT

The DeSoto Neighborhood Services Department is a newly formed department within the City of DeSoto. This new department will be made up of:

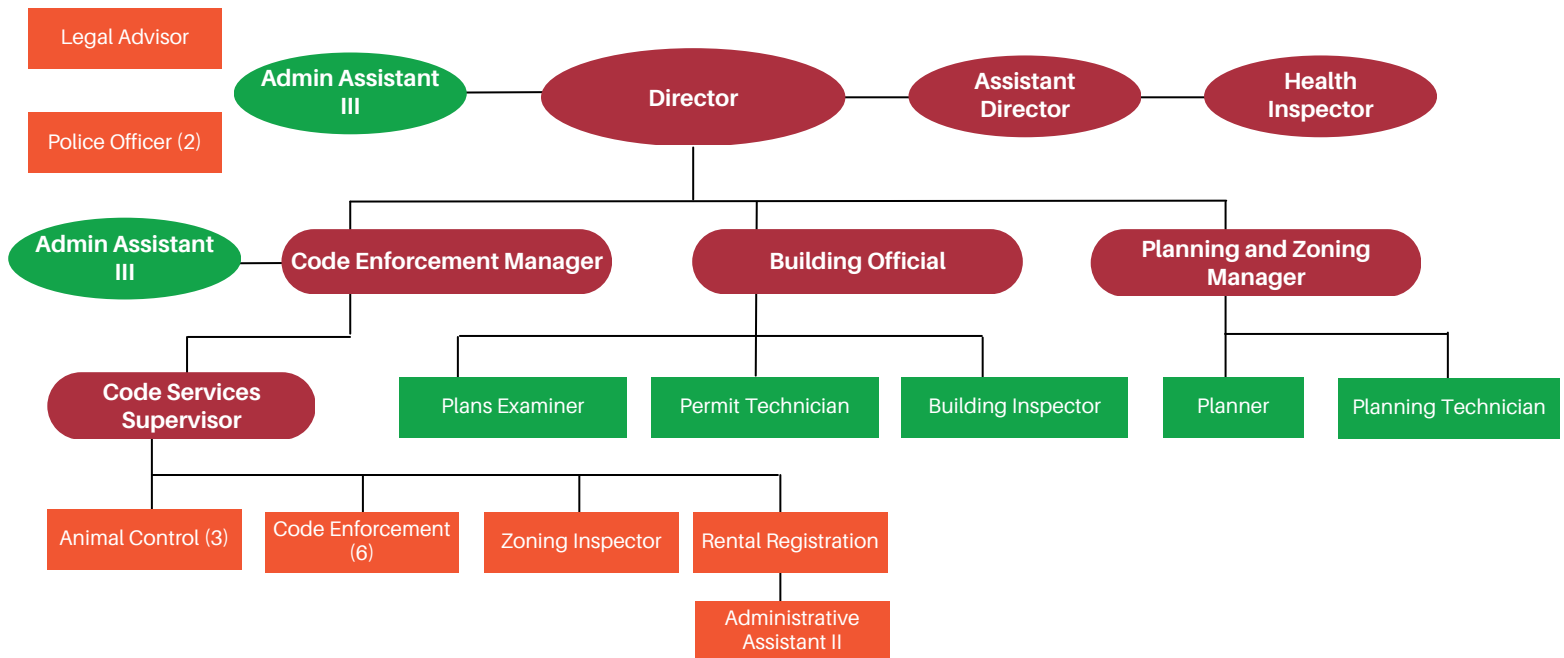
- Code enforcement
- Building inspections
- Planning and zoning
- Animal control
- Health inspections

There will be two police officers assigned to this department.

Although the budget next fiscal year has not been approved as of yet, the estimated total dollar amount for the Neighborhood Services Department will be approximately \$3.7 million.

The Neighborhood Services Department Director will be tasked with:

- Transitioning responsibilities from other departments where they may currently reside.
- Hiring and filling the ranks within the department, including an Assistant Neighborhood Services Director.
- Overseeing code violations to positive resolution.
- Overseeing planning and zoning, including reviewing, and potentially updating the zoning map.
- Understanding the rezoning process.
- Overseeing new development and re-development pertaining to city code.
- Overseeing animal control services, including animal retrieval and working with local animal shelters.
- Overseeing health inspection services, including inspections of restaurants.



THE POSITION

Job Summary

The purpose of this position is to direct all activities and operations of the Neighborhood Services Department. This position is responsible for the oversight and management of the rental registration program, nuisance code enforcement, zoning code enforcement, health code enforcement, building inspections and permitting, parking enforcement compliance, animal welfare operations.

This position will be responsible for developing a customer-centric culture that embraces high quality customer service, while ensuring the overall health and safety of over 50,000 City of DeSoto citizens.

This position reports to the City Manager and Deputy City Manager.

Essential Job Functions

- Develops and recommends policies, programs, and ordinances pertaining to neighborhood efforts; participating in professional group meetings and staying abreast of new trends and innovations.
- Plans, directs, and manages the long-term and short-term activities of staff and operations of Code Services, Planning and Zoning, and Building Services.
- Addresses and resolves citizen complaints and issues of a maturing community.
- Coordinates the activities and staff involved in job functions related to the implementation, administration, and enforcement of State, Federal, and local laws, ordinances, and policies.
- Oversees the preparation and presentation of enforcement cases through the Municipal Court.
- Prepares and administers the departmental budget.
- Performs other assigned duties.



THE IDEAL CANDIDATE

- Bachelor's degree from an accredited college or university in Public Administration, Urban Planning, or related field (Master's preferred).
- Minimum 7 years of progressively responsible management and supervisory experience in local government overseeing code enforcement, planning and zoning, building inspections/development, and health regulations, for a similar size community as an assistant director or director in a larger community.
- High understanding of administration in code/zoning enforcement, planning and zoning, building inspections/community development, and health regulations.
- Knowledge of developing regulations relating to land use (zoning), code enforcement, building, and health.
- Extensive knowledge of legal processes pertaining to code violations.
- Well-rounded background, including overseeing code enforcement, planning and zoning, building inspections/community development, and health regulations.
- Proven executive with confidence borne from expertise.
- Trustworthy and community minded.
- Very strong leadership skills and outstanding communication skills, both verbal and written.
- Professional, but also friendly and outgoing.
- Leads by example and always demonstrates honesty, integrity, and diplomacy.
- People person who works collaboratively with staff and is a team player.
- Decisive and results oriented with excellent customer service skills.
- Encourages training and professional development of staff, teamwork, and is comfortable getting in the trenches to get the job done.
- Great listener, both to staff and citizens.
- Able to strategically vision for the success of the Neighborhood Services Department.
- Able to represent the City, interact with the public, and make clear and concise presentations to City Council and the public.
- Demonstrates an understanding of multiple and diverse stakeholder needs.

HOW TO APPLY

Compensation: Salary is expected to be in the range of \$135,000-\$155,000 depending on experience and qualifications. Includes a competitive benefits package that includes 120 hours of vacation per year, TMRS participation with a 2:1 match, thirteen (13) paid holidays, several insurance benefits options, Flexible Spending and HSA options, and a 457b deferred compensation plan.

To apply, please email your cover letter and resume in .pdf format by Friday, May 26, 2023, 5pm CST, to bbauer@governmentpros.com. Position is open until filled. Faxed and mailed submissions will not be considered. Direct questions to Bret Bauer at 316-207-0688 or bbauer@governmentpros.com.

The City of DeSoto is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

For additional information about the City of DeSoto, please visit:

desototexas.gov

dedc.org

desotoisd.org