THE CITY OF GARLAND, TEXAS, SEEKS AN
EXECUTIVE DIRECTOR
LEGISLATIVE & PUBLIC AFFAIRS
Executive Career Opportunity

Careers.GarlandTX.gov
Garland is a place where people make great memories and live vibrant lives in a community built for Making Your Mark!

The Community

As the 13th largest city in Texas, Garland is a destination for any dream. Our nearly 250,000 residents enjoy big-city amenities such as Lake Ray Hubbard, the shops at Firewheel Town Center, Firewheel Golf Park, a historic Downtown, a nationally acclaimed school district, public transit and easy access to anywhere in Dallas-Fort Worth. Despite Garland's size, however, our community maintains its friendly, small-town feel.

SmartAsset.com ranks Garland in the top 20 of the nation's largest cities as best for buying a family home. The Dallas Business Journal calls Garland the best-kept secret for homebuyers seeking the best value. The RealtyHop Housing Affordability Index lists Garland as the most affordable market in the Dallas-Fort Worth area and the only market in DFW where the share of income needed to afford a home is below the national average.

Garland residents enjoy an abundance of recreation opportunities with 63 parks covering more than 2,500 acres. In fact, every Garland resident has a park or greenbelt within a 10-minute walk from home! Our hiking and biking trails have also been called some of the best in the metroplex, and Firewheel Golf Park is Texas' largest municipal golf facility with 63 holes for championship-style play. With Harbor Point's multiple lakefront dining options, and boating and other water sports available, you can even enjoy Lake Ray Hubbard year-round!

The Texas Commission on the Arts has designated Garland as one of just 54 cultural districts in the entire state. Whether you're catching a Broadway-style show at the Granville Arts Center, watching live music at the Plaza Theatre or experiencing our many unique restaurants, shops, breweries and more, entertainment abounds throughout the city. Garland’s Historic Downtown Square, only a few steps away, has been honored as one of the top 10 districts of its kind in Texas. Redevelopment in the Downtown area was recently completed with the rebuild of the City’s Square and surrounding streetscapes.

A culturally diverse community filled with innovators, creators and out-of-the-box thinkers, there's a can-do spirit in Garland that inspires entrepreneurs to follow their dreams. We value hard work and inclusiveness, encouraging every individual to Make Their Mark. If you have an idea, Garland has your back. Garland's resources and amenities create an inviting climate for businesses and residents to succeed.
Governance and Organization

In 1951, Garland voters adopted a home rule charter that established the council-manager form of government under which the City presently operates. The eight members of the City Council are elected from single-member districts. The Mayor is elected at-large. By City charter, the City Manager, City Attorney, City Auditor, City Secretary and municipal judges are appointed by the City Council. The City Manager is responsible to the City Council and oversees the day-to-day operations of the City. The executive structure of the City includes the City Manager, Deputy City Manager and three Assistant City Managers. The City is recognized for its management practices, earning consistently high bond ratings and a wealth of state and national awards for innovative programs and initiatives.

Garland provides a wide range of services to its residents, including public safety, curbside recycling, and electric, water and wastewater utilities. The City staff includes more than 2,000 employees and is comprised of more than 40 departments. City operations are guided by the City of Garland’s Guiding Principles:

Mission Statement
We are committed to preserve public trust, deliver quality services, promote economic growth, protect our community and enhance the quality of life for the good of our city and our future.

Vision Statement
Garland’s vision is to be a progressive city working together to nurture and grow the economic, social, environmental and cultural well-being of our community.

Value Statements
What we believe

Garland
Ambassadors
Respect
Life Balance
Accountability
Network
Diversity
We are Garland.
We respect each other.
We value work-life balance.
We choose to take ownership.
We build connections.
We are inclusive.

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Empower Change: Join Our Team as Executive Director of Legislative & Public Affairs

The Executive Director of Legislative & Public Affairs is a key leadership position with the organization, serving on the City’s Executive Leadership Team (ELT). This brand-new position will lead the development, implementation and administration of shaping the City’s legislative strategy and fostering positive public relations. In this pivotal role, the chosen individual will serve as the esteemed ambassador for our city, playing a central and influential part in representing the City’s interests with regional entities such as DART, NCTCOG, North Texas Municipal Water District, North Texas Commission, and others. Additionally, will regularly engage with peers from other cities and regional entities to build coalitions around common legislative issues. This high-impact position combines expertise in legislative and governmental relations, policy analysis and public communication to drive the City’s agenda, engage with key stakeholders and maintain the public’s trust. The Executive Director will travel and represent the City of Garland during legislative sessions at the state capitol.
Ideal Candidate

The City seeks a strategic, collaborative and results-driven leader who has a demonstrated track record of achieving measurable results in legislative and public affairs initiatives. The ideal candidate should have a strong political acumen to navigate the political landscape and understand how legislative decisions may impact the organization. The selected candidate will be strong in both written and verbal communication with excellent interpersonal and public speaking skills. The candidate will model the organizational values and support a culture of achievement through strategic leadership and positive working relationships.

The Executive Director should possess the following knowledge, skills and abilities:

• Proven ability to build and maintain strong relationships with City management, legislators, government officials and key stakeholders.
• Extensive knowledge of local, state and federal legislative processes, and the ability to navigate and influence policy development and implementation.
• Extensive knowledge of conducting policy research, data analysis and the ability to provide data-driven insights to guide legislative decisions.
• Manage and allocate budgets for legislative and public affairs initiatives, ensuring cost-effectiveness and accountability.
• Familiarity with legal aspects of legislative processes and compliance with regulations and legal requirements.
• Strong problem-solving and critical thinking abilities to analyze complex issues and develop effective solutions.
• Skill in Microsoft Office 365.
• Prepare professional presentations and present to City Council.

Education and Experience

The selected candidate must possess the following qualifications or an equivalent combination of education and experience to successfully perform the essential functions of the position:

• Bachelor’s degree in Business or Public Administration, Political Science or a related field.
• Eight or more years of progressively responsible municipal experience in public administration, legislative affairs, public policy or related roles.
• At least five years of management experience at a department head level or higher.
• Master’s degree in Public Administration preferred.
Tenure and benefits package including executive-level perquisites

**Compensation and Benefits**

Garland’s compensation philosophy is based on a commitment to attract and retain a qualified, motivated and diverse workforce that meets the standards of service and excellence required by the City. **The salary will be market competitive depending on qualifications and experience.**

The total rewards package includes executive-level perquisites and a variety of leave and insurance benefits, including free access to the CityCare Clinic for covered employees and dependents, an award-winning wellness program and a generous 2:1 employer match in the Texas Municipal Retirement System (TMRS)*. In addition, the City offers a voluntary 457(b) deferred compensation plan, flexible spending account, tuition reimbursement and more. Reasonable relocation benefits may be provided to the chosen candidate.

*The City participates in the Texas Municipal Retirement System (TMRS) at a mandatory employee deposit rate of 7% and an employer matching ratio of 2:1.

**Application and Selection Process**

To apply, visit [Careers.GarlandTX.gov](http://Careers.GarlandTX.gov) to complete an application and upload a resume. **The position is open until filled with priority review of candidates by Jan. 10, 2024.** All inquiries related to the recruitment and selection process for this position should be directed to the attention of the City’s Human Resources Department:

Lilly Clarke, HR Administrator
972-205-2487 | Talent@GarlandTX.gov

**Resources**

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The City of Garland is an Equal Opportunity Employer and values diversity at all levels of its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check prior to appointment. Under state legislation regarding access to public records, information from your submission for application may be subject to public disclosure.