



City of North Richland Hills City Manager



The City of North Richland Hills is a vibrant community located within the Dallas-Fort Worth Metroplex, an area boasting a population of more than 6,300,000 residents. This city is centrally located and in close proximity to downtown Fort Worth as well as the Dallas Fort Worth International Airport. It is the third largest city in Tarrant County following Fort Worth and Arlington and boasts a population of more than 66,000 residents.



The City of North Richland Hills, known as “*The City of Choice to Live, Work, and Play*”, offers its residents a vibrant mix of commercial, retail, and residential living amenities. With over 725 acres, the city boasts a large parks system which includes a Recreation Center with gymnasium, numerous parks, playgrounds, basketball courts, a 16-court lighted tennis center, softball complex, exercise trails, a soccer complex, football field and baseball diamonds. Educational opportunities are some of the best in the State with the majority of public school students attending the Birdville Independent School District. Higher educational opportunities include the Tarrant County College and the University of Dallas Tarrant County Campus. More than 1,200 businesses call North Richland Hills home. Thirty of these are major employers with 100 employees or more. The largest include Health Markets, Birdville Independent School District, North Hills Hospital, and Triad Financial Corporation.



Money Magazine has recognized the City of North Richland Hills as one of the “100 Best Places to Live” in the United States. Cities making the list had the best possible blend of good jobs, low crime, quality schools, plenty of open space, reasonable home prices and lots to do. North Richland Hills’ most popular attraction for residents and visitors is NRH₂O Family Water Park. The municipally owned and

operated water park features the Green Extreme, the world’s tallest and longest uphill water roller coaster. The 60-acre park also offers a 16,000 square foot wave pool, numerous water slides and an extensive water playground. Iron Horse Golf Course is also a favorite among residents and visitors to the community. Since opening in 1989, Iron Horse has been consistently voted among the best municipal golf courses in Texas. The city also offers a free concert series in the spring and fall and numerous community events throughout the year. The city’s award winning Art in Public Spaces program helps to beautify public areas and creates a distinctive identity for the community.

North Richland Hills strives to provide exceptional services to the community and has been recognized as a leader in a number of areas. In 2008, the city received international awards for innovative programs in the Police Department and Fire Department. The Public Library has been consistently ranked first among all Texas libraries in its population category and the Parks & Recreation Department is a winner of the National Gold Medal Award. The city is also consistently recognized for excellence in preparing its budget and financial reports.



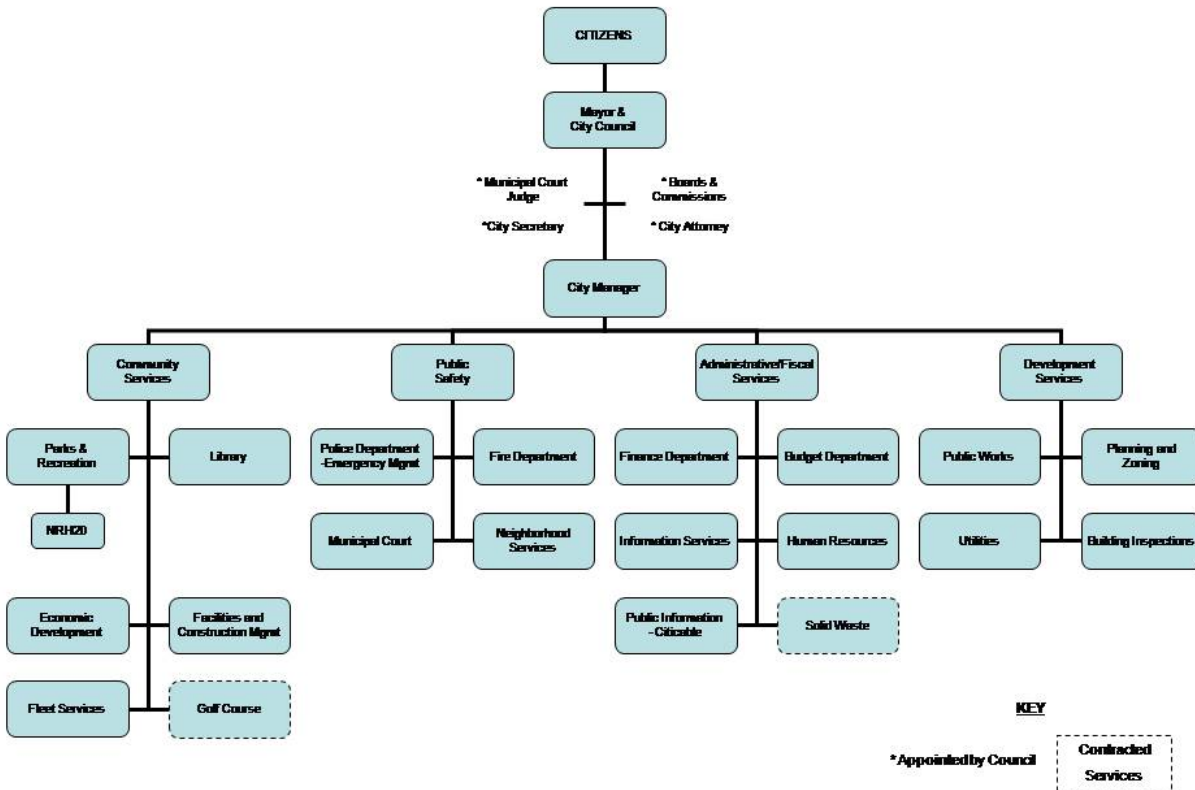
North Richland Hills operates under a charter adopted in 1964, which provides for a “City Council-Manager” form of government. The City Council includes a Mayor and seven Council Members

elected at large. The City Council determines the overall goals and objectives for the city, establishes policies and adopts the city's annual operating budget. The City Manager oversees the day-to-day operations of the city.



Date of Incorporation: 1953
 Current Population: 66,100
 Estimated Population Growth: approx. 73,400 by 2030 (according to the North Texas Council of Governments)
 Total number of full-time employees: 616
 Total land area: 18.3 square miles
 Major transportation arteries: Interstate Loop 820, State Highways 183, 121, and Boulevard 26
 Three airports located within 15 miles: DFW International, Meacham Field, and Alliance Airport
 Average home value: \$136,637
 Average new residential construction: \$212,000
 Median household income: \$80,630
 2008/2009 All Funds Operating Budget: \$94,044,938
 2008/2009 General Funds Budget: \$38,983,678
 2008/2009 Capital Budget: \$55,976,558

City of North Richland Hills



North Richland Hills is a business-friendly community with many exciting prospects regarding economic development and redevelopment within the next few years.



- **Facilities Master Plan** – To address growing facility and space needs, the city is currently working on a comprehensive facilities master plan. One aspect of this plan is the development of a new Recreation Center. Construction of the Recreation Center is planned to begin in 2010 with the facility opening in late 2011. The expansion and possible relocation of other municipal facilities is also being evaluated as part of the master plan.
- **Interstate Loop 820 Expansion** – The upcoming reconstruction and widening of I-820 will bring opportunities for transforming the city’s most heavily traveled corridor into a premier location for business and commerce in the region.
- **Redevelopment of Maturing Neighborhoods** – The city has embarked on an ambitious revitalization effort for some of its older neighborhoods. Initiatives include a city-sponsored grant program to assist with revitalizing some of the maturing retail and commercial properties, as well as partnering with the local business community to revitalize maturing residential neighborhoods.
- **Regional Commuter Rail Line** - Planning is also underway for a regional commuter rail line with two stations in North Richland Hills. This will bring opportunities for transit oriented development along Iron Horse Boulevard and in the historic Smithfield neighborhood.

The North Richland Hills City Charter establishes the City Council-Manager form of government. The City Manager is appointed by the City Council to oversee the daily operations of the city and insure enforcement of all laws governing city operations. Specific responsibilities include to plan, direct and review the overall activities and operations of the City of North Richland Hills; to coordinate city activities with outside agencies, organizations and internal boards and commissions; to serve as chief administrative officer; to assure that all laws and city ordinances are enforced; and to provide highly responsible and complex administrative support to the Mayor and Council Members.

Responsibilities:



- Develops, plans and implements city goals and objectives following City Council policies and directives; develops, recommends and administers ordinances, rules, regulations, policies and procedures.
- Directs, oversees, and participates in the development of the city’s annual and long range work plan; assigns work activities, projects, and programs; monitors work flow and products; reviews and evaluates work products, methods and procedures.
- Attends meetings of the City Council, taking part in discussions and recommending action as appropriate; provide professional staff assistance to the Mayor and Council Members;

- oversees the development of the City Council agenda; directs the preparation and presentation of staff reports and other necessary correspondence.
- Oversees the development and administration of the annual city budget; directs the forecast of funds needed for staffing, equipment, materials, supplies, facilities and activities; monitors and approves expenditures; implements mid-year adjustments; advises the City Council on the financial condition of the city.
 - Appoints and removes all heads of departments except as otherwise provided in the City Charter; evaluates managerial performance and ensures departmental programs and activities conform with City Council policies and directives.
 - Participates with and advises a variety of boards and commissions; attends and participates in professional groups and committees; presents ideas and plans for the city to the City Council; provides and collects information to and from the City Council, various boards, commissions and committees; negotiates solutions within policy guidelines; makes recommendations on policy changes as needed.
 - Directs the selection, training, motivation and evaluation of personnel; works with city staff to correct deficiencies; reviews and implements discipline and termination procedures as necessary.
 - Oversees the city's legislative programs and initiatives by staying informed of Federal and State laws. Briefs the City Council regarding legislative issues and represents the city to elected officials during sessions of Congress and the Texas Legislature.
 - Responds to and resolves difficult and sensitive citizens' inquiries and complaints having an impact on the public image of the city.
 - Represents the city during public activities and functions; strives to maintain good public relations between the citizens and the city.
 - Performs other duties as assigned.



The ideal candidate should possess at least 10 years of experience within a government agency, preferably a municipal environment including at least 5 years of progressive supervisory and administrative experience. Advanced oral and written communications skills are imperative as well as a strong ability to forge relationships with the Mayor and Council Members, city staff, and the community. Candidates must have strong leadership abilities, as they will be expected to serve as

a leader within the community and region. Candidates must be visionary, with the ability to assist the City Council in establishing short and long-range objectives and goals. Candidates must be able to develop innovative ideas and to carry out the goals set forth by the City Council. It is imperative that the candidate develops and ensures that training and development of staff is carried out at all levels within the organization. Additionally, the ability to hold staff accountable as well as empower them to make decisions is critical to overall success. Also important is the ability to adhere to the highest ethical and moral standards. The City Manager is expected to maintain and promote to city staff a professional work ethic at all levels within the organization. Prior financial expertise will be beneficial as this individual will have ultimate responsibility for the budget. Prior experience working with redevelopment projects will also be beneficial due to the slate of projects that are currently planned for the city. Due to the senior nature of this position, this individual will need to be able to make strategic decisions pertaining to staff and procedures within the organization.

A Bachelor's Degree in Public or Business Administration is required and a Master's Degree in Public or Business Administration is desired. Combination of education and experience will be taken into consideration when reviewing applicants.

Salary

The starting salary and benefits for this exceptional professional opportunity are negotiable and highly competitive, depending upon the background and qualifications of the successful candidate. Relocation assistance will also 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: NRH-CM

Affion Public
20 North 2nd Street
Harrisburg, PA 17101
888.321.4922 toll free
717.214.2205 fax
www.affionpublic.com

