



the community

Duncanville is located in the southwest corner of Dallas County, an easy 15 minute commute to downtown Dallas just off Interstate 20. Located less than five minutes from Interstate 35, Duncanville is approximately 100 miles south of the Texas/Oklahoma border and approximately 200 miles north of Austin. The city has a total land area of 11.22 square miles.

The City of Duncanville has many amenities to offer its residents. The City is committed to the presence of a quality recreation system. The Duncanville Recreation Center and Public Library is an integrated learning and athletic center conveniently located on Main Street. The recreation center houses a double gym, game room, teen room, aerobics rooms, indoor walking track, fitness room, and meeting rooms. Additionally, the center contains pool tables, ping pong tables, video games, and more.

The Duncanville Public Library is a state-of-the-art facility that holds a large collection of educational and entertainment materials. Open 56 hours a week, the center allows ample time for utilizing a wide variety of services offered, or browsing the library collection, which exceeds 106,500 materials. The library also offers 21 public use computers as well as a Wi-Fi environment for those patrons with laptop computers.

Duncanville, Texas

Park facilities in Duncanville include a vibrant combination of 16 community, neighborhood, special use, and greenway parks. The parks inventory encompasses approximately 227 acres of park land, several tennis courts, and almost 5 miles of walking and hiking trails.

The City of Duncanville is in close proximity to some of southern Dallas County's finest golf courses. Courses located less than 15 minutes from Duncanville include Country View Golf Course, Golf Club of Dallas, Dallas National Golf Club, Tangle Ridge Golf Club and Thorntree Country Club.



Duncanville
City of Champions

city manager position profile



the community, continued

The Duncanville Community Theatre opened in 1988 with the goal of bringing quality live theatrical productions to the community at affordable prices. In January 2008, a grand reopening was held upon the completion of a \$400,000 renovation project. The theatre produces six shows annually.

Duncanville ISD serves approximately 60,000 residents within a 28.7 square mile area, which includes the entire City of Duncanville and portions of Dallas, Cedar Hill, and DeSoto. The district currently educates approximately 12,900 students throughout its 18 campuses. Duncanville ISD is nationally renowned for its band program, which provides quality music performances at various times throughout the year. Duncanville ISD's fine arts and athletic programs are also widely acknowledged as being among the finest in the state. Since 1975, Duncanville athletic teams have won more than 20 state championships.

Joe Pool Lake is a 7,400 acre lake located just west of the City of Duncanville. The lake is a popular destination for sports fishermen and is rated "Good" in largemouth bass, white bass, catfish, and crappie by the Texas Wildlife Commission. Joe Pool Lake is surrounded by four parks that include more than 3,400 acres of land, nearly eight miles of hiking trails, and ten miles of mountain bike trails. Camping sites are also available at the parks while two marinas provide lake enthusiasts with boat ramps, rentals, and storage. Also in the vicinity, Cedar Hill State Park provides additional opportunities for outdoor pursuits. This 1,826 acre park features 355 campsites and is a popular bird watching site, with nearly 200 different species of birds on its park watch list.

Dallas and the surrounding communities have access to professional sports teams from six different sports, a distinction rarely seen in major sports cities: Dallas Cowboys (NFL); Dallas Desperados (AFL); Texas Rangers (MLB); FC Dallas (MSL); Dallas Stars (NHL); and, Dallas Mavericks (NBA). Each of these professional teams plays its home games less than one hour from the City of Duncanville and venues are easily accessible by the major roadways in the area. Famous sports venues in the area are The Ballpark in Arlington, Cowboys Stadium, and the American Airlines Center.



city manager position profile

Duncanville
City of Champions



city government

Duncanville is a forward looking and family friendly city with a strong sense of community, a high quality of life, and a healthy business community. The mission of the City of Duncanville is to develop programs, draft legislation, and establish policies that will provide the greatest amount of service in a fiscally responsible manner with respect for personal liberty in order to generate a higher quality of life for its residents and a more thriving business community.

The City of Duncanville uses the "Council-Manager" form of government. The Duncanville City Council consists of seven members: the Mayor (elected at large), one council member elected at large, and five council members elected from single member districts. Council members serve two year terms, expiring on staggered years.

position profile

The City Manager is appointed by and reports to the City Council. The City Manager is the chief administrative officer of the City and is responsible for implementation of council policies and objectives, administration of the adopted budget, and the provision of services to city residents. The City Manager appoints and directs all department heads. The City Manager oversees over 200 employees, over 20 departments, and an annual operating budget of over \$22 million.

As a public servant and recognized leader in the community, the City Manager should demonstrate the utmost personal and professional integrity and adhere to the highest ethical standards. He/she should also have the ability to be politically astute but apolitical.

The City Council is seeking a strong leader who is an effective consensus builder who is respectful of diverse cultures. The successful candidate must have exceptional interpersonal skills, strong analysis skills, and the ability to make difficult decisions. Effective communication skills are a priority. This is inclusive of regular, open and effective communications with the Mayor and Council as well as the media and Duncanville citizens. In addition, the new City Manager should have an awareness of leading edge technology.

The City Manager should be approachable, honest, and fair and possess an open and inclusive management style. The ideal candidate will have a strong commitment to developing future leaders within the organization and encouraging employees to perform at their highest potential. He/she should have the ability to delegate effectively, hold employees accountable, and recruit and retain highly qualified employees. The successful candidate should be a good listener, a team builder, and a team player.

city manager position profile

Duncanville
City of Champions



education and experience

This position requires a minimum of seven years of stable and progressively responsible experience in the public sector. The ideal candidate for this position will have previous city manager experience, but experience as an assistant city manager or department head in a comparable or larger city will be considered.

The successful candidate will be fiscally conservative with a thorough understanding of city operations. The successful candidate will also have a record of experience as a strong supporter of economic development, regional collaboration and building community partnerships. The candidate should have a proven track record of working with developers to find creative ways to encourage development and should possess a passion for balancing a business-friendly “can do” attitude with a small city atmosphere.

The candidate should possess a Bachelor’s degree from an accredited college or university, with a major in public administration, political science, or related field. A Master’s degree in public or business administration is preferred.

compensation and benefits

The City of Duncanville offers a competitive starting salary, depending on qualifications and experience. The City participates in the Texas Municipal Retirement System (TMRS) at the seven percent employee deposit rate with a municipal matching ratio of 2-1.

Application Process

To apply for this position, please email cover letter and resume to:

Ron Holifield
Strategic Government Resources
Ron@GovernmentResource.com
214-676-1691

This position is open until filled.

For updates, please visit **www.GovernmentResource.com** for the review status of this position. The City of Duncanville is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

