



PUBLIC WORKS DIRECTOR

Van Alstyne, Texas

EXECUTIVE
RECRUITMENT
PROVIDED BY





THE COMMUNITY

Boasting a Proud Past and a Bright Future, the City of Van Alstyne, Texas, has a rich history and friendly people. Spend even a little time chatting with the locals, and you'll hear again and again that Van Alstyne is one of the best small towns in Texas to raise a family. What makes it so great? If you take a stroll through the historic downtown to explore a few local restaurants and businesses, you'll notice a charming community that's close-knit, welcoming, and family-friendly. Residents take pride in their homes and their town. Even with the City's growth, it's still a great place to live and raise a family with great schools, close proximity to bigger city conveniences and opportunities, and an exceptional quality of life.

The City of Van Alstyne was founded in 1873 when the railroads began their rapid expansion of the Houston and Texas Central Railway. It was named in honor of Maria Van Alstyne, the widow of W. A. Van Alstyne, who was a major stockholder of the railway. After the railroad was built, citizens from nearby communities relocated to Van Alstyne, bringing businesses and churches with them. Van Alstyne grew from an estimated 740 residents in 1873 to 8,900 today. It's made up of approximately six square miles and nearly 300 acres pending annexation, as well as 70 square miles of extraterritorial jurisdiction. Due to dynamic growth along the Hwy. 75 corridor, the population is expected to hit 32,000 by the year 2030. The city is located on the borders of Grayson and Collin counties, and each is made up of 143,131 residents and 1,159,000 residents respectively.

Notable medical facilities include North Texas Family Health, TexomaCare - Van Alstyne, Van Health, Baylor Scott & White Primary Care - Van Alstyne, Baylor Scott White - McKinney, Medical City - McKinney, and Meadowbrook Care Center. For recreation, the City is also home to a public library, the Van Alstyne Museum, and six public parks. For transportation options, you can drive on US Hwy 75, FM 121, or SH 5; fly out of Dallas Love Field, 51 miles south, or Dallas Fort Worth International Airport, 50 miles south; or catch the DART Rail's Parker Road Station serving the metropolitan area of Dallas 27 miles south.

THINGS TO DO IN VAN ALSTYNE

Shop and Sample Saturday
(Monthly in the historic downtown square)

Cars & Coffee
(First Saturday of every month)

Cornhole Tournaments
(Held in Spring and Fall)

Fall der All
(Annual autumn celebration in downtown)

Annual Downtown Trick-or-Treat
(Halloween fun for all ages)

Annual Holiday Hangout Market
(Holiday shopping in a festive market)

Christmas Tree Lighting and Parade
(City-wide celebration for the holiday season)

Sounds of Summer Concert Series
(Live music during the summer months)

THE COMMUNITY continued

Education options include Van Alstyne Independent School District, serving Pre-K through 12th grade, Cornerstone Christian Academy in nearby McKinney, and Texoma Christian School in nearby Sherman. Grayson College has a campus in Van Alstyne, with the main campus in Denison, for those looking for higher education. The City is located 18 miles south of Austin College in Sherman and 16 miles north of Collin College in McKinney. Other nearby institutions include Southern Methodist University, the University of Texas at Dallas, and the University of North Texas.

Van Alstyne is quickly evolving from a bedroom community into a full-service City. While past growth has been largely focused on single-family housing, the City is attracting interest in retail, office, and industrial development. Additionally, there's a growing demand for entertainment options, reflecting the community's expanding needs and vibrant lifestyle. The City is currently working through the development process with Kirby Smith Machinery Incorporated. Allan Millworks is under construction in the City's Industrial park, along with Railyard Tap House in downtown. Recently completed projects that add to Van Alstyne's historic downtown include Bill Smith's Café, Dowling Distillery, and numerous luxury boutiques.

Van Alstyne has a median household income of \$75,882 and an average home value of \$295,408. Major employers in Van Alstyne include LaCore Enterprises, Van Alstyne ISD, Braum's, Foxworth Galbraith, City of Van Alstyne, Meadowbrook Nursing Home, U.S. Bank, United AG & Turf, Diamond Grocery, and Lone Star Foods.

The City has a true historic downtown, a diverse housing market, and plenty of small-town charm. Living and working here offers a fantastic quality of life that can't be beat!



CITY MISSION

Recognizing its rich heritage, the municipality will maximize opportunity for social and economic development while retaining the uniqueness of the community. Through responsible and professional leadership, and while developing strategic partnerships with others, the municipality will strive to improve as it grows providing enhanced services and quality of life programs that serve the residents of Van Alstyne.

CITY VISION

Van Alstyne's vision is to expand and prosper by:

Creating a central downtown area that thrives with entertainment and brings the community together.

Providing the City with green spaces connected by trails and attractive housing developments.

Creating and providing business and employment opportunities, and much more!

GOVERNANCE & ORGANIZATION

The City of Van Alstyne operates under a home rule form of government, with seven City Council Members including the Mayor. Council Members are elected at-large and serve three-year terms. Positions that are appointed and/or confirmed by the governing body include City Manager, City Attorney, and the Municipal Court Judge.

Lane Jones serves as the current City Manager, who has been with the City of Van Alstyne for 6.5 years. Since assuming the position in March 2018, Jones has been at the helm of the City's operations, focusing on organizational development, budget management, and fiscal policy. His primary goal is to enhance the quality of life for all residents of Van Alstyne, reflecting a deep commitment to community welfare and growth.

Major projects underway or recently completed include:

- A 24-acre park
- A 750,000-gallon elevated storage tank
- A 45,000-square foot Public Safety facility
- Hwy 75 improvements

Van Alstyne has 78 employees and a total fiscal year budget of \$42,258,570. Its ad valorem tax rate is \$0.553713 per \$100 of valuation.



ABOUT THE DEPARTMENT

The Public Works staff works to enhance the quality of life in the City through the resourceful construction, maintenance, and operation of a safe community infrastructure. They provide residents, visitors, neighborhoods, and businesses the efficient, quality services necessary to support the demands of a growing community.

Public Works is made up of 15 employees across four divisions: Water, Wastewater, Solid Waste, and Streets.

- **The Water Division** maintains and repairs all water lines, valves, fire hydrants, and customer water meters while regulating pressure and water volume through calculated pump efficiencies, tower elevations, and electronic controls. City of Van Alstyne water is sourced from five wells as well as a connection to the North Texas Municipal Water District through the Collin Grayson Municipal Alliance.
- **The Wastewater Division** maintains and repairs the City's wastewater lines, manholes, and lift station through constant electronic metering and visual checks of the system striving to provide a wastewater collection service that is continuous, safe, and reliable.
- **Solid Waste Services** (garbage and recycling collection) are exclusively provided by the contract services of Waste Connections.
- **The Streets Division** is responsible for the repair and maintenance of streets, signage, and drainage systems.

MISSION

The Public Works Department will lead by example in meeting community needs by being helpful, competent and professional by properly managing the City's infrastructure and related support services.

VISION

The Public Works Department will earn community confidence through excellence in service. The Public Works Department will use the allocated funds that are provided to us to maintain services in the most economic fashion possible to create, cultivate and preserve our vibrant community for this generation and for generations to come.

VALUES

In providing services to the City of Van Alstyne, the Public Works Department strives to advance the following values:

Promoting a vibrant, first-rate community with aesthetically pleasing and environmentally sensitive surroundings.

Fostering partnerships and nurturing relationships with neighboring communities.

Encouraging open communication and quality customer service to proactively address and meet the needs of the community.

Demonstrating superior employee performance while displaying integrity and fiscal responsibility.





ABOUT THE POSITION

Under the broad policy guidance of the City Manager, the Public Works Director plans, directs, manages, and oversees the activities and operations of the Public Works Department. These functional areas include public works operations, capital improvement project engineering and administration, transportation planning and engineering, solid waste management, land development engineering review, fleet management, facility maintenance, intergovernmental contracts, water and wastewater system operations and planning, and management of public rights-of-way.

This position represents the City of Van Alstyne in a professional, appropriate manner at all times. They direct the financial management, operations, and maintenance of water and wastewater utilities, including wastewater treatment facilities, buildings and grounds, streets, lighting, and other public improvements. The Director prepares and monitors the Department budget; directs ongoing research into new municipal public works technologies and trends; and recommends program and equipment implementation to help the Department achieve its long- and short-term objectives more efficiently.

As part of the Director's job, they identify federal, state, and private research and development grants, determine the scope of work for which funds are needed, and prepare proposals to obtain the funds. They direct planning and management of complex capital improvement projects from inception through completion; work with contract engineering services; review contract bids and consultant design work; and authorize payment for services. The Director coordinates with City planning staff and contract engineering services to oversee proposed development projects and plan reviews for drainage, paving, site improvements, sanitary sewer and water service, and public improvements for new subdivisions.

ABOUT THE POSITION *continued*

This position oversees the preparation of engineering designs, specifications, and cost and quantity estimates of public works projects involving capital road, sidewalk, utility, or building construction. The Public Works Director establishes and maintains appropriate work relationships with municipal officials, peers, subordinates, state and local organizations, and the public, serving as the City's representative to committees and organizations concerned with improvements in the City's municipal facilities and services.

Additional responsibilities of the Public Works Director include:

- Analyzing future personnel staffing needs and developing short- and long-term plans to meet those needs.
- Selecting, placing, promoting, motivating, training, and managing Public Works Department personnel consistent with applicable laws, regulations, and City policies and procedures.
- Effectively advising City administrators and other Department heads regarding public works issues, protection of the public and property, and personnel/labor relations issues.
- Developing realistic and fiscally sound annual budget proposals; controlling budgeted expenses; and conferring with the City Manager to assess the need for new equipment and personnel.
- Preparing and reviewing operational and administrative reports.
- Developing and implementing Department policies and procedures, revising and amending as necessary.
- Working with state agencies to ensure the ongoing permitting required for the operation of the City's utility systems.
- Providing leadership to promote safety of Public Works personnel.
- Overseeing the development, administration, and implementation of an effective Public Works Department safety program.
- Ensuring that citizen requests and/or complaints relating to departmental activities are investigated and resolved.
- Evaluating appropriate employee compensation and benefit policies and procedures in cooperation with the City Manager and other City Departments.



OPPORTUNITIES & CHALLENGES

The next Public Works Director will focus on the following opportunities and challenges:

- **Assess the Department.** The new Public Works Director will evaluate the organizational culture of the Department and implement a tone and structure that will take the Department and City into the future. The Director will develop the Department into a proactive organization including evaluating the current and future staffing needs and structure of the Department.
- **Capital Improvement Projects.** If necessary, the new Public Works Director will complete the elevated water storage tank currently under construction. The City currently has about \$70 million in CIP projects that will need to be addressed over the next few years. Additionally, Van Alstyne city streets will experience connectivity issues as a result of the expansion of Hwy. 75. The expansion will change access roads from two-way to one-way so the Director will need to develop a plan and implementation strategy to address the impact on city residents.
- **Future Water and Wastewater Needs.** Working with area cities regarding water and wastewater projects will be an important and ongoing task for the new Director. In coordination with the City of Anna, a new joint wastewater plant is planned so the Director will be actively involved in the design and construction of the new plant. Additionally, Van Alstyne will build a new wastewater plant in the city and refurbish the old wastewater treatment plant.
- **Strategic Thinking.** The new Public Works Director will design a plan for the future of the Public Works Department that may include establishing other Departments to assume some of the current functions of Public Works.

IDEAL CANDIDATE

The City of Van Alstyne seeks an experienced and assertive leader to serve as its next Public Works Director. The ideal candidate will be a strategic thinker, leader, manager, and planner, who is collaborative and willing to consider global perspectives of the community. They will be business-minded and understand limited resources, while harnessing their creative, motivational, and influential side.

The ideal candidate will be knowledgeable in the laws, principles, and accepted practices and procedures that apply to all aspects of the management of municipal public works systems. Experience with civil engineering, design, and construction principles and practices is highly desired. The chosen candidate will know the standards by which the quality of public works service is evaluated; the use of automated and manual records systems and their application to public works administration; and applicable state and federal regulations related to water and sewer utilities, streets, storm water systems, and land development. A familiarity with federal and state funding sources and requirements is desired.

An ability to exercise sound and ethical judgement in decision-making processes is important for the next Public Works Director. The chosen candidate will be able to prepare and update short- and long-range strategic plans to ensure the Department's contribution to the City's overall plans and strategies; identify the Department's future direction in response to changing community needs; and develop, implement, and monitor appropriate plans, schedules, and action steps. Employee morale is important, so the next Director will be focused on establishing and maintaining a working environment conducive to positive morale, individual style, personal discipline, quality, creativity, and teamwork.

IDEAL CANDIDATE continued

Other attributes of the ideal candidate include someone who can:

- Absorb and analyze complex technical information rapidly, drawing logical conclusions and making rapid decisions of major scope with full awareness of technical, legal, and financial consequences.
- Communicate technical data and sensitive information to citizens in a clear and persuasive manner.
- Establish and maintain cooperative relationships with a variety of citizens, boards, and other City staff.
- Respond to public inquiries and complaints in an effective manner using tact, patience, and courtesy.
- Present departmental issues and recommendations on major issues requiring policy direction to appropriate advisory bodies and, as necessary, to the City Council.
- Negotiate and administer contracts with outside vendors and service providers.
- Provide leadership, delegate responsibility, and counsel, motivate, and construct performance reviews to Department personnel at all levels, securing their respective commitments to the Department's goals.
- Handle confidential information and material with the highest degree of professional responsibility.
- Take appropriate action to resolve Departmental, operational and administrative conflicts and problems; decide on alternative courses of action; interpret policies; and otherwise make decisions which are in the best interest of the City of Van Alstyne.
- Advise and coordinate with officials and the public on engineering and technical matters and procedures on public works subjects necessary to the operation of City services.
- Analyze and report on service impacts of proposed plans and developments on the City's utility and street infrastructure.
- Assist in development, revision and administration of various utility and City comprehensive plans and zoning ordinances.
- Administer labor agreements and communicate effectively with organized personnel.
- Understand, evaluate and organize budget requests.

EDUCATION AND EXPERIENCE

This position requires a bachelor's degree in engineering, public administration, business administration, or a closely related field, plus at least seven (7) years of progressively responsible experience with demonstrated experience supervising direct reports. An equivalent combination of education, experience, certifications, and training will be strongly considered.

Registration as a Professional Civil Engineer (P.E.) in Texas is strongly preferred. Possession or ability to obtain and maintain a valid Texas state driver's license and proof of insurability is required. A satisfactory background clearance will be required prior to starting work.

COMPENSATION AND BENEFITS

The annual salary range for this position is \$135,000-\$165,000 dependent on qualifications and experience. The City of Van Alstyne offers a comprehensive benefits package, including 100% employer-paid employee health, dental, vision, and life insurance; telehealth and tele-counseling; and short- and long-term disability coverage. The City also pays 50% dependent health coverage; 12 paid holidays; generous paid leave; and a cell phone and laptop provided. The City participates in the Texas Municipal Retirement System (TMRS) at a 7% employee deposit rate and a municipal matching ratio of 2:1, with five years vested.



APPLICATION PROCESS

[Please apply online](#)

For more information on this position, contact:

Jay Singleton, Senior Vice President
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817-223-2654



The City of Van Alstyne 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.

RESOURCES

City of Van Alstyne
cityofvanalstyne.us/index

Van Alstyne Public Works Department
cityofvanalstyne.us/publicworks

Van Alstyne Economic Development Corporation
cityofvanalstyne.us/aboutthecdc

