



# City Manager

## Dalhart, TEXAS

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# The Community

Dalhart, Texas, serves as a charming and bustling community located in the northwest corner of the state, uniquely positioned at the crossroads of Dallam and Hartley counties. This geographical placement is significant not just for its administrative implications but also for its role in shaping the local culture and economy.

The town's origins trace back to the early 20th century, emerging as a prominent railroad town which greatly influenced its development and heritage. Today, Dalhart is known not only for its historical railroad connections but also for its vibrant agricultural base, with major employers in the area including large-scale farming operations, cattle feedlots, and dairy farms. The community is bolstered economically by these industries, which provide a substantial number of jobs and foster a stable economic environment.

Transportation remains a central feature of Dalhart, with U.S. Highways 54 and 87 intersecting here, facilitating easy access to other major cities and enhancing trade and travel. The Dalhart Municipal Airport further supports this connectivity, offering both commercial and private aviation services.

Recreational opportunities abound in Dalhart, with Lake Rita Blanca serving as a focal point for outdoor activities. The lake area offers hiking, fishing, and bird watching, attracting both residents and visitors seeking leisure and contact with nature. The surrounding park provides additional recreational facilities, including sports fields and picnic areas, enhancing the community's family-friendly atmosphere.

The Dalhart Independent School District underscores the community's commitment to education, offering well-rounded academic programs and extracurricular activities to foster development in youth. The local schools are a pivotal part of the community, bringing families together and supporting educational advancement.

Community events in Dalhart, such as the annual XIT Rodeo and Reunion, celebrate the town's rich history and culture, drawing crowds from across the region. These events not only provide entertainment but also strengthen community ties, showcasing Dalhart's friendly and inclusive atmosphere. Overall, Dalhart embodies the spirit of a close-knit, family-oriented community, thriving on the strength of its historical roots, economic stability, and collective local pride.



**Population**  
8,402



**Median Household  
Income**  
\$75,000



**Median Home Value**  
\$138,000

# Governance and Organization

Dalhart, Texas, is characterized by its efficient administration and community-focused initiatives. The city's government is structured around several key departments, ensuring comprehensive oversight and service delivery to its residents.

With a council-manager form of government, Dalhart's city council sets the vision for the community, empowering the city manager to lead the administration of municipal services. The city council consists of (9) nine members. The mayor, and each council member are elected to serve the residents and address local needs and concerns.

With an annual budget of nearly 16 million dollars, Dalhart is a regional center for travel and commerce. As a full-service city, Dalhart's departments consist of Animal Control, Municipal Court, City Secretary, Economic Development, Airport, Finance, Code Compliance, Human Resources, Parks, Police, Sanitation, and Water & Wastewater. For Fire services, the city is served by a 35-member volunteer Fire Department and a full-time Fire Chief. The community's commitment to public safety is exemplified by its recent ongoing construction of a new Emergency Response Center. This state-of-the-art facility will house the police department, EMS and fire departments, enhancing their capability to serve and protect the community efficiently. The integration of these services within a single facility underscores the city's strategic approach to resource management and public safety.





# The Position

Under the direction of the City Council, Dalhart's City Manager serves as the organization's chief administrative officer, ensuring daily operations align with the City Council's vision, policies, and community goals.

The position manages and coordinates projects, develops and presents the annual budget, monitors expenditures and the City's adherence to federal, state, and local laws, and serves as a sounding board for elected and appointed leaders, providing the background, data, and guidance they need to make informed decisions. It also assists in setting short-term and long-term goals for the organization with an eye on sustainable finances and maintaining Dalhart's excellent quality of life.

The successful candidate will develop the performance of City employees, review policies and procedures to improve customer service, and make recommendations to City Council as needed to keep the organization's workforce efficient and effective. The position is also responsible for contract administration and enforcing City laws, permits, and franchises.

As the organization's leader, the City Manager is responsible for providing direction and support to City departments, demonstrating exemplary character, resolving grievances, and inspiring employees. He/She should also play an integral role in representing the City to residents, developers, business owners, members of the media, neighboring communities regional organizations, and state and federal agencies.





# Position Priorities

- Improvements to City infrastructure including streets and utilities
- Build teamwork and trust with City Council
- Understand and support the policies and direction of the City Council
- Positive attitude with a willingness to consider new ideas and suggestions
- Active community involvement
- Mentor and development of City staff
- Enhance cooperation with counties, school district, and other agencies
- Serves as an ambassador for the City
- Encourage and support community volunteers
- Stable long-term leadership

# Position Challenges

- Tenure and certifications of current city staff
- Moving into new Emergency Response Center
- Recruiting and retention of city employees
- Lack of affordable housing
- Improve relationships with external entities

# Position Opportunities

- Overall strong financial condition
- Excellent quality of life
- Dedicated City staff
- Active community involvement
- Addition of new small businesses
- Expansion of residential development
- Community beautification
- Mentoring and cross-training city staff
- Work with new City Council to help guide the direction of the community

# The Ideal Candidate

## REQUIRED MINIMUM QUALIFICATIONS

- Bachelor's degree in Public Administration, Political Science, Business Administration or related field
- (5) Five or more years of experience in City Management, Finance, or Supervisory Role
- Broad knowledge of federal, state and local laws regarding operation of city government
- Strong verbal, written communication and public relations skills.
- Strong financial management and budgeting skills

## PREFERRED QUALIFICATIONS

- Master's degree in Public or Business Administration or another professional field related to local government

## CHARACTERISTICS

- Servant leadership skills
- Understanding of the small-town culture
- Effectiveness in leading diverse groups
- High level of integrity and empathy
- Approachable with excellent communication skills
- Active in the community
- Skilled at building and maintaining collaborative relationships
- Long-Range vision for the community
- Commitment to continuous improvement





# Compensation and Benefits

The City of Dalhart is offering a salary range of \$105,000 - \$125,000 for this position commensurate with experience and qualifications. The organization also provides a competitive benefits package including vehicle allowance, employee medical insurance with dental and vision options, as well as term life insurance (family coverage available at additional cost to employee). Additional employee benefits include paid holidays, sick leave, vacation leave, and long-term disability.

The City of Dalhart participates in the Texas Municipal Retirement System (TMRS), which pairs a 5% employee contribution with a 2:1 employer match.

Residency in the City of Dalhart within 6 months is required.



# How To Apply

The position is open until filled.

First Review Deadline: 5 p.m. | Wednesday | June 5, 2024

Please email your cover letter and resume in .pdf format to

**[applydalhart@clearcareerpro.com](mailto:applydalhart@clearcareerpro.com)**

Faxed and mailed submissions will not be considered.

For more information on this position contact:

Michael Boese, President - 972-837-0916

[michael@clearcareerpro.com](mailto:michael@clearcareerpro.com)

Candidate materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include virtual interviews with the most qualified candidates and final interviews with the City and its representatives. Appointment is subject to completion of a thorough background and reference verification.

*The City of Dalhart 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.*

## Resources

City Website:

<https://www.dalharttx.gov/>

Dalhart ISD Website:

<https://www.dalhartisd.com/>

Dallam County Website:

<http://www.dallam.org/county/>