

Neighborhood Services Manager

Position Profile

Discover The Center

Bedford, Texas, with a population of more than 49,000, is located in northeast Tarrant County, 22 miles from downtown Dallas and 14 miles from downtown Fort Worth. Easily accessible by both State Highway 121 and State Highway 183, Bedford covers 10 square miles and is just minutes away from three airports. DFW International Airport is located 10 miles to the west, Dallas Love Field 22 miles to the east, and Alliance Airport in Fort Worth 22 miles northwest. Bedford offers residents an advantageous central location and a vibrant and quality suburban community balanced with an environment for planned economic vitality.

Established in 1869 by Weldon Wiles Bobo, Bedford was named for Bobo's home of Bedford County, Tennessee. By 1882, the community had 28 businesses along Bedford Road, including general stores, drug stores, blacksmith shops, saloons, cotton gins, and a grist mill. After 1894, the public-school system was established, in which, the elementary school included the first use of brick as a building material in the area. World War II began a growth period for the community as military bases and defense contractors began to build in the surrounding areas. The Bedford Boys Ranch was established in 1949 and remains a significant venue in the city's park system. The City of Bedford was incorporated in 1953.

Bedford is in an exciting era of revitalization and progress. The economic growth comes in part due to the recently streamlined North Tarrant Express highway corridor, which has served to launch many new opportunities for developers. Approximately 250,000 vehicles per day course through the community via the NTE | 121/183 highway corridor. Businesses are thriving in Bedford with over 100,000 households within a 10-minute drive time and average annual household incomes of over \$80,000. Bedford attracted more than 125 new businesses in 2018, and supports the "Shop Bedford First" initiative, a free online program for businesses to advertise events and

provide specials and discounts. The newly adopted Strategic Plan, Comprehensive Land Use Plan, and Phase Next Park Plan all support Bedford's goals of fostering economic growth while protecting the strength of its neighborhoods. Bedford is also home to several major employers including Carter BloodCare, the Hurst-Eules-Bedford Independent School District (HEBISD), Warrantech, State National Companies, Daystar Television Network, Texas Harley-Davidson, LinQ Transport and Fort Worth Community Credit Union.

The HEBISD provides a proud tradition of excellence in visual and performing arts, and other venues and events including the Bedford Public Library, Trinity Arts Guild, OnStage in Bedford, the Arts Council Northeast, and the Bedford Senior Center. Seasonal events include Artsfest, the Labor Day Blues and BBQ Festival, 4thFest, Halloween Spooktacular, a Valentine's Day Dance, A Christmas Tree Lighting and Easter Egg Celebration.

Most households in Bedford are served by HEBISD, which provides quality education to more than 22,700 students and boasts an 8% growth rate over the past five years. HEBISD has 30 campuses including an alternative high school, a career and technical academy, and a transition center. The District also offers programs in orchestra, world languages, international business initiatives, and international baccalaureate. HEBISD has been awarded inclusion on the national list of *Best Communities for Music Education* for nine years in a row; rated the #1 District in Texas for Academic Performance and Financial Efficiency by the Education Resource Group; ranked in the Top 20 Best Public-School Districts in Texas by Niche.com; and is one of only 24 districts in Texas to earn Post-Secondary Readiness Distinction.

Bedford's ideal location allows for easy access to both Dallas and Fort Worth for additional museums, entertainment, festivals, and professional sports.



Governance & Organization

Bedford is a home rule city operating under a Council-Manager form of government. The City Council is comprised of the Mayor and six City Council Members, elected at-large, and serving three-year terms, with four-term limits. The City Council appoints a professional City Manager to serve as the Chief Executive Officer of the organization and manage the daily operations of the City.

Bedford has 398 employees, an annual operating budget of just over \$73 million, and an ad valorem tax rate of \$0.561862 per \$100 valuation. The City provides a full array of municipal services including animal control, municipal courts, community development, finance, fire, human resources, parks and recreation, police, library, public works, and utility billing. The estimated median house-hold income is \$64,071, and the median home price value is \$233,163.

The Position

The purpose of this position is to assist in the management of department operations. This is accomplished by managing the operations of the Neighborhood Services Division including supervising staff, planning, developing, implementing, and directing a variety of citizen education and participation programs, and neighborhood development services. This includes code investigations and enforcement as well as other community related outreach projects and initiatives. This position will develop department policies and will prepare the operations budget and long-range capital improvement projects. Other duties include interacting with other City of Bedford employees, volunteers and citizens. This position provides direction to other employees.

- Directs, implements, manages, and supervises the programs, operations, activities, budget and employees of the Neighborhood Services Division charged with developing a vision and approach to facilitate improvements;
- Manages, plans, develops, and implements the City's neighborhood engagement programs, services, and initiatives, with the goal of enhancing the visual appearance and long-term sustainability of neighborhoods;
- Meets with residents, community associations, interest groups, non-profit organizations, business or industry representatives, and other city departments on policy and program issues related to neighborhoods, city codes, ordinances, and other regulations;
- Collaborates with City departments and community groups in developing, planning, coordinating, and implementing neighborhood programs and services;
- Develops innovative approaches to solve neighborhood-related issues and promotes collaboration, citizen engagement, and community partnerships; and,
- Oversees administration of Code Compliance and Neighborhood Programs.

Ideal Candidate

The City of Bedford is looking for a visionary leader that has a passion for working with and serving people within the community. The ideal candidate will have a desire to foster an organizational culture that values internal and external customer service and workplace excellence and will work tirelessly to enhance and improve Bedford's neighborhoods.

The new Neighborhood Services Manager will participate in City events, stay attuned to current trends and future needs, as well as collaborate with varying levels throughout the organization. They will serve as a spokesperson for the City of Bedford by building strong relationships with non-profits and work tirelessly to ensure revitalization efforts throughout the City are successful.

A successful candidate must be proactive and able to visualize the big picture while also considering the smaller details that will lead to success. They will support growth in the organization, demonstrate unquestionable ethics and integrity, and embrace challenges as opportunities for improvement and positive change occur.



Bedford Black Party



Education & Experience

Bachelor's degree from a four year college or university with a major in Urban Planning, Business or Public Administration, or a related discipline, and a minimum of five years of experience in Urban Planning or Code Enforcement; or the equivalent combination of education/training and seven years related experience. Minimum of three years of supervisory experience is preferred.

Compensation & Benefits

The City of Bedford offers a competitive starting annual salary, depending upon qualifications and experience, in addition to a comprehensive benefits package, which includes:

- Retirement - The City participates in Texas Municipal Retirement System (TMRS) at a 7% employee deposit rate with a municipal matching ratio of 2:1, with five-year vesting.
- Deferred Compensation - Voluntary 457 program.
- Roth IRA - Voluntary participation.
- Health & Welfare - The City offers a choice of medical HDHP (2 options), PPO and an employee-paid HSA. City pays 100% for a health and wellness clinic for all eligible employees and dependents on a City medical plan that covers minor, non-emergency, acute and urgent care needs. City also offers DHMO and PPO dental and offers the VSP Vision Discount Plan.
- Term Life Insurance Policy - City paid (2x employee annual salary up to \$150,000) term life and AD&D policy.
- Voluntary Supplemental Life and Dependent Life available. Long-Term Disability Insurance - City pays premium for program
- Vacation - Vacation accrues at a rate of 80 hours per year for all new employees (capped at two times the accrual).
- Sick Leave - Eight hours of sick leave per month capped at 120 days.
- Holiday Leave - 10 paid holidays and one floating holiday per calendar year.

For more information

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Application

Please apply online:

governmentjobs.com/careers/bedfordtx

Resources

City of Bedford

www.bedfordtx.gov

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**Hurst-Eules-Bedford
Independent School District**

www.hebisd.edu

**Grapevine-Colleyville
Independent School District**

www.gcisd-k12.org



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The City of Bedford 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.