



# City of Dallas

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## Assistant City Manager



# City of Dallas

## The Community:

The City of Dallas, Texas is centrally located in North America and has a population of approximately 1.2 million residents and is the third-largest city in the state of Texas and the ninth largest city in the United States.

With the cost of living at 98.9% of the national average and no personal income tax, Dallas offers a wonderful quality of life. A growing transit system includes 74 rail stations, plus three planned or under construction. Area colleges and universities enroll 317,000 students, and Dallas has the largest arts district in the U.S. Thousands of restaurants, 24 libraries, 70 million square feet of shopping, 23,000 park acres, more than 100 miles of trails, plus franchises for all the major professional sports leagues provide endless entertainment.

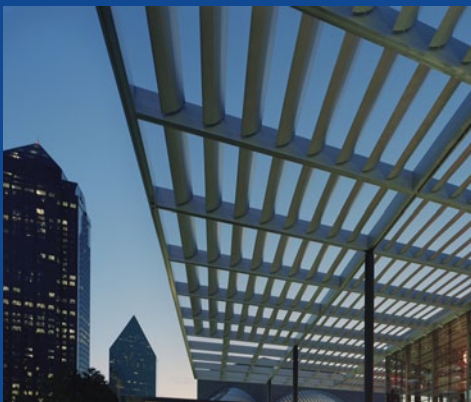
Dallas' diverse business environment offers almost any career the opportunity to grow. Over 63,000 businesses call the City of Dallas home, including global leaders such as Texas Instruments, AT&T, Celanese and Southwest Airlines. Dallas' 53,000 small businesses offer numerous employment opportunities.

There are 25 colleges and universities in Dallas-Fort Worth, including ten in the City of Dallas or literally across the street. Southern Methodist University, the University of Texas at Dallas, the University of North Texas at Dallas, Dallas Baptist University, Paul Quinn College, Criswell College, Dallas Theological Seminary, Parker University and the University of Dallas provide a diverse set of opportunities for four-year and advanced degrees in or adjacent to the City of Dallas.

The Dallas Arts District is home to a diverse mix of museums, performance halls, restaurants, and residences. A \$338 million expansion included construction of the Winspear Opera House and the Wylie Theater to join the district's Dallas Museum of Art, Morton H. Meyerson Symphony Center and Nasher Sculpture Center. In 2012, the City Performance Hall joined the list of architectural gems in the district.

The Dallas park system includes 47 community and neighborhood recreation centers, 856 sports complexes, 305 playgrounds and picnic areas, 111 miles of hiking and biking trails and six 18-hole golf courses. The Great Trinity Forest, with 6,000 acres, offers additional natural trail experiences. Not part of the city's park system, the Dallas Zoo and Dallas Arboretum provide additional recreational opportunities.

Professional sports opportunities include the Dallas Cowboys (NFL), Dallas Stars (NHL), Dallas Mavericks (NBA), Texas Rangers (MLB) and FC Dallas (MLS).



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## **Government:**

The City of Dallas has a Council-Manager form of government. Under this form of government, the elected City Council sets policies for the operations of the City. The City Council consists of the Mayor and 14 Council members serving as representatives to the 14 Council Districts. The administrative responsibility of the City rests with the City Manager.

## **Assistant City Manager**

### **The Position:**

Under the general direction of the City Manager, the Assistant City Managers work on a full range of municipal management issues and interpret Council and management policies for other administrative officers, employees of the City of Dallas, and other interested parties. The Assistant City Managers resolve problems or conflicts that may arise in City government, help establish good management practices, and direct the administrative staff.

Each Assistant City Manager is responsible for multiple departments; works as a Council, committee, and citizen liaison; has oversight of major projects within their area of responsibility; and has responsibility for the development and effective implementation of strategies to advance the City Council's priorities.

#### *Essential Functions:*

- Manages the performance of multiple departments by evaluating the performance of subordinate department directors, progress in completion of long range, strategic plans, and management of operating and capital budgets.
- Manages the activities of subordinate department directors to achieve the performance objectives outlined by the City Manager. Coordinates with other Assistant City Managers and the City Attorney to achieve these goals.
- Develops and interprets broad policy guidelines to achieve performance objectives defined by the City Manager and reduce City liability by implementing policy developed in consultation with the City Attorney in response to Federal and State mandates.
- Manages and coordinates the City's response to service requests from City Council Members, citizens, outside organizations, or other parties to provide quality service to clients.
- Manages the preparation of subordinate departmental budgets to ensure accommodation and funding of performance objectives defined by the City Manager.
- Represents the City before various professional, citizen, business, and other groups to promote the City and respond to the interests of these groups.
- Cultivates cooperative partnerships with outside public and private organizations to access resources and improve the efficiency of service delivery.
- Coordinates needs assessment and service delivery programs with other organizations to integrate and optimize these programs. Such programs may include reinvestment strategies, low income loans, regional planning, or crime prevention.



## **Education and Experience:**

Interested candidates will have a Master's Degree from an accredited college or university with major coursework in Public Administration, Business Administration or directly-related field and at least five years experience managing and directing a complex organization at the executive level. Knowledge of public administration principles, fiscal planning and budget preparation will be necessary for this position; prior service as a City Manager or an Assistant City Manager in a large or mid-sized municipal government is preferred.



## **The Ideal Candidate:**

The ideal candidate will possess superior management skills and have the ability to make strategic decisions pertaining to staff and procedures within the City. This person should be a visible leader with the ability to delegate authority and responsibility while maintaining appropriate levels of operational control.

The ideal candidate should be a critical decision maker with the ability to process information and commit to a definite course of action. This person will need to be a creative, resourceful leader with proven experience in building and maintaining a broad spectrum of partnerships with the City Manager, Council, city staff, and the community to ensure that a common vision is enacted and supported.

Effective communication and responsiveness will be necessary for this individual to be successful; advanced written and verbal communication skills are imperative.



## **Salary:**

The City of Dallas is offering a competitive salary commensurate with experience and a comprehensive benefits package. 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](mailto:resumes@affionpublic.com)

Reference: DALLASACM

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