

City of Dallas
Classification Specification

Title:	Director	Class Code:	24390
Application:	Single Incumbent	Pay Grade:	R
Supplemental/Code:	Supervisory/O	Established:	10/01/01
FLSA Status:	Exempt	Reviewed:	01/01/09

Position Purpose:

Plans, organizes, and directs the overall management, administration, operation, and maintenance of one of the following departments: Aviation, Code Compliance Services, Convention & Event Services, Court & Detention Services, Economic Development, Environmental & Health Services, Equipment & Building Services, Housing, Library, Development Services, Public Works & Transportation, Sanitation Services, Street Services, and Water Utilities.

Essential Functions:

1. Plans, administers and directs the overall management, administration, operation and maintenance of the department facilities, equipment, budget, policies, and procedures to maintain the department.
2. Establishes priorities for all service delivery elements through procedures and strategies to accomplish timely and effective utilization of available services.
3. Evaluates and analyzes monthly management reports to make budgetary recommendations and to make strategic decisions.
4. Directs managerial staff which includes hiring, training, performance evaluations and other personnel actions to ensure productivity and quality standards are maintained.
5. Responds to all special research requests and coordinates responses with the City Manager or City Council to provide accurate and timely results.
6. Oversees general administration of the department including department's operating budget with review of significant variances to resolve budgetary problems.
7. Identifies areas of quality management to enhance productivity through improved work procedures, practices, communication and accountability.
8. Represents the City at local, state and national organizations and at professional activities to maintain the image of the City and to create public support for departmental programs.
9. Regular, reliable and punctual attendance is an essential function of the job.

Skills, Knowledge and Abilities Required to Perform Work:

Thorough knowledge of business principles, practices and techniques used in department management.

Knowledge of the principles of public administration.

Knowledge of principles of personnel management and ability to plan, direct, and coordinate the work of others through subordinates.

Ability in strategic planning and implementation.

Skill in oral and written communication.

Ability to work with a diversified group of individuals.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Some positions may require knowledge of marketing and contracting regulations for municipal governments, and ability to negotiate contracts.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.