

City of Dallas
Classification Specification

Title:	Manager I	Class Code:	30010
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Supervisory/0	Established:	10/00
FLSA Status:	Exempt	Revised:	1/1/09

Position Purpose

Performs routine and multifaceted management or oversight activities for daily operations of an operating unit or functional program.

Essential Functions:

Work involves establishing short-term goals and objectives; developing guidelines, procedures, rules and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating program activities; and developing and evaluating budget requests. Plans assigns, and/or supervises the work of others. Works under minimal supervision with moderate latitude for the use of initiative and independent judgment

1. Manages activities of staff in an operating unit or functional program area(s), establishing deadlines, priorities, and work sequences. Plan work assignments based on general work schedules, methods, and polices set by higher-level management.
2. Develops guidelines, procedures and rules and monitors compliance with policies and procedures.
3. Develops and implements techniques for evaluating program activities.
4. Identifies needed improvements and makes recommendations to optimize operations. Implements corrective actions within their authority to resolve work problems.
5. Establishes short-term goals and objectives; develops and/or approves schedules, priorities, and standards for achieving goals; and directs evaluation activities.
6. Oversees the preparation of management and productivity reports and studies.
7. May oversee the preparation of and evaluate budget requests.
8. May oversee a complaint processing system for the administration and enforcement of agency regulations, policies and procedures.
9. May determine training needs of subordinates and arrange for its accomplishment, set performance standards, make formal appraisals of subordinate work performance and initiate recommendations for promotion or reassignment of subordinates.
10. Performs related work as assigned.
11. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Knowledge of local, state, and federal laws and regulations relevant to the operational unit or functional program and the principles and practices of public administration and management.

Ability to manage unit/program activities.

Ability to establish and obtain operating goals and objectives for unit.

Ability to devise solutions to administrative problems and to plan, assigns, and/or supervises the work of others.

Ability to develop and evaluate administrative polices and procedures.

Ability to disseminate information through the preparation concise reports.

Ability to supervise a staff.

Ability to administer budget.

Ability to communicate effectively, at all levels, both orally and in writing.

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 .

Certification, Registration, or Licensure

May be required to be certified, registered, or licensed in a specialty area.

Working Conditions and Hazards

Dependant upon unit or program assignment, usually 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.