

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Manager II</b>	<b>Class Code:</b>	<b>30011</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>K</b>
<b>Supplemental/Code:</b>	<b>Supervisory/0</b>	<b>Established:</b>	<b>10/01/01</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Revised:</b>	<b>10/01/09</b>

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**Position Purpose**

Performs moderately complex management or oversight activities for daily operations of an operating unit or functional program. Work involves establishing short-, mid-, or long-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 limited direction with extensive latitude for the use of initiative and independent judgment.

**Essential Functions**

1. Manages activities of staff in an operating unit or functional program areas.
2. Develops guidelines, procedures, policies, rules and regulations and monitors compliance with policies and procedures.
3. Identifies needed areas of change and makes recommendations to improve operations. Directing others to implement corrective action, responsibility.
4. Plans, assigns, and/or supervises work of others, including lower supervision levels.
5. Establishes short-, mid- and long-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. Oversees special investigations, internal audits, and research studies.
8. Oversees the preparation of and evaluates budget request.
9. Oversees the planning, development and operation of special projects or facilities.
10. Provides technical guidance in the unit or functional program area.
11. May contribute to the preparation, development, review and/or revision of ordinances.
12. 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.

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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.