

CIVIL SERVICE DIRECTOR AT THE CITY OF DALLAS



The Governing Structure

The City of Dallas is governed by an elected City Council comprised of fifteen members. The Dallas City Council appointed Mr. T.C. Broadnax as city Manger on December 14, 2016. The City Manager has responsibility for a staff of over 13,000 employees and a budget of nearly \$3 billion.

The Civil Service Director serves as the board's Secretary and is responsible for the minutes of all proceedings of the civil service board, and for the safekeeping of all related records. In addition, the Civil Service Director oversees the preparation of case files and information for civil service board hearings, serves as a liaison between the board, departments, advocates, hearing officers, and employees; and establishes and manages the process that allows the board to determine the necessary minimum qualifications for internal and external candidates, deemed essential for classified positions at the City of Dallas.

Qualifying Criteria

This position requires a Master's Degree in human resources management, industrial relations, industrial and organizational psychology, public management, business administration, or related field, and at least five year of progressive experience in such field, or equivalent combination of education and experience.

The Opportunity

Dallas is the ninth largest city in the United States, with over 1.3 million residents, and is the cultural and economic hub of the Dallas-Fort Worth Metroplex, which has 120 cities and a population of more than 7.2 million.

The City of Dallas civil service board is conducting a national search to find the Civil Service Director for the City of Dallas.

The City of Dallas civil service board is composed of five members appointed by the city council. In addition, the mayor designates one member as chair, with confirmation by the city council. The board appoints a Secretary, who also serves as director of the Civil Service Department, for a period of two years from the date of appointment or until a successor is appointed and qualified.



To Apply and For More Information

Candidates are strongly encouraged to apply by July 6, 2018. Please direct your questions and inquiries about this position to Ms. Althea Chaderton, Recruitment Manager at:

althea.chaderton@dallascityhall.com, Subject Line: CSD.

Candidates should understand the public nature of executive searches in the State of Texas, and the rules and regulations that govern public sector recruitment. [Information submitted by candidates may be subject to public disclosure and open records laws.](#)

References will not be contacted until mutual interest has been established.