

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

<b>Title:</b>	<b>City Manager</b>	<b>Class Code:</b>	<b>24100</b>
<b>Application:</b>	<b>Single Incumbent</b>	<b>Pay Grade:</b>	<b>Miscellaneous</b>
<b>Supplemental/Code:</b>	<b>Supervisory/0</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Reviewed:</b>	<b>01/01/09</b>

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**Position Purpose:**

The City Manager is the chief administrative and executive officer for the City. The position provides executive leadership and representation on all matters concerning city government.

**Essential Functions:**

1. Directs and coordinates the administration of city government in accordance with policies and priorities determined by the City Council.
2. Supervises through Assistant City Managers and lower-level executives the activities/operations/programs of diverse City departments.
3. Supervises, through the Chief Financial Officer, the preparation and presentation of the City's annual billion-dollar budget.
4. Coordinates activities with the Mayor and City Council to provide systematic efforts in serving the citizens.
5. Implements City Council policies and long and short-range plans for city government to improve efficiency of operations and number and kind of services provided to citizens.
6. Represents the City at conferences at the local, state, and national level.
7. Cultivates cooperative partnerships with other public and private organizations to access resources and improve the efficiency of service delivery.
8. Regular, reliable and punctual attendance is an essential function of the job.

**Skills, Knowledge and Abilities Required to Perform Work:**

Thorough knowledge of public finance.

Thorough knowledge of the principles and practices of managing municipal administration.

Thorough knowledge of federal and state laws and regulations governing city government.

Thorough knowledge of the principles of management techniques and public administration.

Ability to effectively negotiate and communicate orally and in writing with diverse groups of people.

Ability to effectively promote public relations.

Ability to lead, manage, and supervise subordinate staff.

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.

**Working Conditions and Hazards:**

Work performed under 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.