

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

<b>Title:</b>	<b>First Assistant City Manager</b>	<b>Class Code:</b>	<b>24103</b>
<b>Application:</b>	<b>Single Incumbent</b>	<b>Pay Grade:</b>	<b>MISC</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>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

Responsible for directing the activities of other Assistant City Managers, city departments and offices of the City Manager's Office.

**Essential Functions:**

1. Develops, implements, and manages programs based on general direction and policy of the City Manager and City Council.
2. Resolves sensitive political issues and conflicts and establishes sound management practices.
3. Assumes City Manager's duties and responsibilities in the City Manager's absence.
4. Acts as Chief Operating Officer for the City Manager, directing the activities of the Assistant City Managers and various department directors responsible for city-wide staff support and operations, establishing goals and objectives, and evaluating achievement.
5. Interprets policies, provides staff direction on policy, and recommends changes to policies and procedures.
6. Represents the City before various professional, citizen, business, and other groups to promote the City and respond to the interests of these groups and cultivates cooperative partnerships with outside public and private organizations to access resources and improve the efficiency of service delivery.
7. Supervises research, procedural, and administrative studies and preparation of reports embodying proposed or recommended solutions or courses of action.
8. Coordinates needs assessment and service delivery programs with other organizations to integrate and optimize these programs.
9. Regular, reliable and punctual attendance is an essential function of the job.

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

Demonstrated ability to manage large, complex operations of multiple departments within a highly structured organization.

Thorough knowledge of the principles and practices of public administration.

Ability to develop and administer a very large and complex budget.

Ability to clearly communicate complex material in writing and verbally in a professional manner to a wide variety of people.

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.

