

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

<b>Title:</b>	<b>Executive General Manager</b>	<b>Class Code:</b>	<b>24120</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:**

Pay title only for incumbent with executive responsibilities no positions are assigned to this classification.

**Essential Functions:**

1. Plans, organizes, and directs the overall management, administration, operation, and maintenance of a complex project, function, department, or division.
2. Directs managerial staff which includes hiring, training, performance evaluations and other personnel actions to ensure productivity and quality standards are maintained.
3. Responds to all special research requests and coordinates responses to the City Manager or City Council to provide accurate and timely results.
4. Oversees general administration of the department including department's operating budget with review of significant variances to resolve budgetary problems.
5. Identifies areas of quality management to enhance productivity through improved work procedures, practices, communication and accountability.
6. Represents the City at local, state and national organizations and at professional activities to maintain the image of the City and to create public support for departmental programs.
7. Regular, reliable and punctual attendance is an essential function of the job.

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

Thorough knowledge of business principles, practices and techniques used in department management.

Knowledge of the principles of public administration.

Knowledge of principles of personnel management and ability to plan, direct, and coordinate the work of others through subordinates.

Skill in oral and written communication.

Ability to develop and implement strategic plans.

Ability to work with a diversified group of individuals.

Ability to establish and maintain an effective rapport with all levels of city management, city officials, vendors, contractors, promoters, media, community business organizations, various associations and the general public.

Some positions may require knowledge of marketing and contracting regulations for municipal governments, and ability to negotiate contracts.

**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.