

City of Dallas
Classification Specification

Title:	Assistant Director	Class Code:	24850
Application:	Single Incumbent	Pay Grade:	P
Supplemental/Code:	Supervisory/O	Established:	10/01/01
FLSA Status:	Exempt	Revised:	1/1/09

Position Purpose:

Plans, directs and provides executive management in a medium to large department, assigns and reviews performance of subordinate managers and supervisors, oversees financial and budgetary management, operations review, administrative direction, and quality control of assigned departmental programs, functions, and/or divisions to ensure effective departmental performance.

Essential Functions:

1. Reviews budget allocation, employee assignments, objectives, and performance of subordinate managers and supervisors. Recommends changes to Director, and makes reassignments of resources.
2. Coordinates programs and resource allocations with department executives, and executives in other departments.
3. Monitors progress of service delivery elements through procedures and strategies to accomplish timely and effective utilization of available services.
4. Evaluates and analyzes monthly management reports to make budgetary recommendations and to make strategic decisions.
5. Reviews and approves personnel actions including hiring, training, performance evaluations and other personnel actions to ensure productivity and quality standards are maintained.
6. Manages and coordinates special research requests and coordinates responses to the City Manager or City Council to provide accurate and timely results.
7. Oversees administration of the department including department's operating budget; recommends changes to Director to resolve budgetary problems.
8. Identifies areas of quality management to enhance productivity through improved work procedures and practices, improved communication and accountability.
9. 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.
10. Supervises through subordinate staff the hiring, training, performance evaluations and other personnel actions to ensure productivity and quality standards are maintained.
11. Regular, reliable and punctual attendance is an essential function of the job.

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Knowledge, Skills and Abilities Required to Perform Work:

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

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 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.

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.