

# Memorandum



CITY OF DALLAS

DATE May 26, 2026  
Honorable Members of the Finance Committee: Chad West (Chair), Kathy Stewart  
TO (Vice Chair), Zarin Gracey, Maxie Johnson, Jesse Moreno, Jaime Resendez, Gay Willis  
SUBJECT **Update on City Auditor Search: Posting Update & Search Timeline**

## Purpose

This memorandum provides an update on the recruitment progress for the City Auditor position. It outlines the current posting status, the distribution channels engaged to date, and the search timeline established in coordination with the City's executive recruitment vendor, PoliHire.

## Position Overview

**Recruitment Vendor:** PoliHire

**Position Status:** Open — Actively Recruiting

**Position Profile:** [Dallas City Auditor Position Profile \(PDF\)](#)

## Posting & Distribution Status

The City Auditor position is posted on the City of Dallas official Career Site and on the following targeted external job boards, selected to reach qualified accounting, audit, and public finance professionals:

Job Board / Platform	Type	Status
City of Dallas Career Site	Internal / Official	✓ Posted
Institute of Internal Auditors (IIA)	Professional Association	✓ Posted
Texas Society of Certified Public Accountants (TSCPA)	Professional Association	✓ Posted
Association of International Certified Professional Accountants (AICPA)	Professional Association	Posting live today

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## Search Timeline

The following table reflects the search timeline established with PoliHire, tracked against statutory deadlines under Sec. 2-17.2 of the Dallas City Code.

Milestone / Activity	Date(s)	Status	Lead
<b>Search Kickoff Meeting</b>	March 31, 2026	Completed	CMO Analyst
<b>Stakeholder Engagement Meeting</b>	April 13, 2026	Completed	CM West
<b>Vendor and Chair Meeting</b>	April 17, 2026	Completed	PoliHire
<b>Position Profile / Brochure Development</b>	April 13–24, 2026	Completed	PoliHire
<b>Nominating Committee — First Meeting</b> <i>(Review posting, timeline &amp; next steps with PoliHire)</i>	May 1, 2026	Completed	PoliHire
<b>Recruitment Period Open</b>	May 1 – July 17, 2026	In Progress	PoliHire
<b>Briefing to Finance Committee</b>	May 26, 2026	Pending	Finance Committee
<b>Review Applications, Screen &amp; Interview Candidates (MS Teams)</b> <i>Conduct media scan Develop candidate summary &amp; rating table</i>	Ongoing – July 17, 2026	Pending	PoliHire
<b>Present Candidate Summary Report to Nominating Committee</b>	July 20, 2026	Pending	PoliHire
<b>Nominating Committee Interviews Candidates (MS Teams)</b>	July 22 – July 31, 2026	Pending	PoliHire
<b>Conduct Media Scan on All Advancing Candidates</b>	July 31 – August 3, 2026	Pending	PoliHire
<b>Commission Makes Recommendation(s) to Finance Committee</b> <i>(Present top 2–3 finalists)</i>	August 4, 2026	Pending	Nom. Committee
<b>Finance Committee Reviews, Interviews &amp; Selects Finalist</b>	August 2026 (TBD)	Pending	Finance Committee
<b>Media Scan &amp; Background Check on Finalist Candidate</b>	August 2026 (TBD)	Pending	PoliHire
<b>City Auditor Appointment</b>	TBD	Pending	City Council

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Statutory Deadlines — Sec. 2-17.2, Dallas City Code			
Commission Appointed <b>February 23, 2026</b> By City Council	First Meeting (Actual) <b>May 1, 2026</b> Full Nominating Committee Public Meeting ✓	Nomination to Council Deadline <b>October 28, 2026</b> Within 180 days of first meeting (May 1)	Latest Appointment Deadline <b>November 27, 2026</b> City Council has 30 days to accept or reject

**Key Statutory Deadlines**

*\* Deadlines calculated based on confirmed first meeting of May 1, 2026. If the City Council rejects all nominees, it must immediately notify the Commission and request new nominations.*

**Next Steps**

1. Monitor application volume and pipeline with PoliHire throughout the open recruitment period (through July 17, 2026).
2. Brief the Finance Committee on recruitment status on May 26, 2026.
3. PoliHire will present a candidate summary report to the Nominating Committee by July 20, 2026.
4. A subsequent update memorandum will be issued once the Nominating Committee completes candidate interviews.

Please contact Nina Arias, Director, Human Resources at [nina.arias@dallas.gov](mailto:nina.arias@dallas.gov) or Erika Guerrero, Talent Acquisition Manager, Human Resources at [erika.guerrero@dallas.gov](mailto:erika.guerrero@dallas.gov) should you require any additional information or wish to discuss the recruitment process.

Service First, Now!



Jack Ireland,  
 Chief Financial Officer

- c: Kimberly Bizzor Tolbert, City Manager  
 Bertram Vandenberg, City Attorney (I)  
 Mamatha Sparks, City Auditor (I)  
 Bilierae Johnson, City Secretary  
 Preston Robinson, Administrative Judge  
 Baron Eliason, Inspector General (I)  
 Dominique Artis, Chief of Public Safety  
 Dev Rastogi, Assistant City Manager

- M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager  
 Alina Ciocan, Assistant City Manager  
 Robin Bentley, Assistant City Manager  
 Ahmad Goree, Chief of Staff to the City Manager  
 John Johnson, Chief of Real Estate  
 Directors and Assistant Directors