

City of Dallas, TX

CITY MANAGER



City of Dallas

1500 Marilla St. Dallas, Texas 75201



The Community

The City of Dallas, Texas is centrally located in North America and has a population of approximately 1.3 million residents and is the third-largest city in the state of Texas and the ninth largest city in the United States.

With the cost of living at 98.9% of the national average and no personal income tax, Dallas offers a wonderful quality of life. A growing transit system includes 74 rail stations, plus 3 planned or under construction. Area colleges and universities enroll 317,000 students and Dallas has the largest arts district in the U.S. Thousands of restaurants, 24 libraries, 70 million square feet of shopping, 23,000 park acres, over 100 miles of trails, plus franchises for all the major professional sports leagues provide endless entertainment.

Dallas' diverse business environment offers almost any career the opportunity to grow. Over 63,000 businesses call the City of Dallas home, including global leaders such as Texas Instruments, AT&T, Celanese and Southwest Airlines. Dallas' 53,000 small businesses offer numerous employment opportunities.

There are 25 colleges and universities in Dallas-Fort Worth, including ten in the City of Dallas or literally across the street. Southern Methodist University, the University of Texas at Dallas, the University of North Texas at Dallas, Dallas Baptist University, Paul Quinn College, Criswell College, Dallas Theological Seminary, Parker University and the University of Dallas provide a diverse set of opportunities for four-year and advanced degrees in or adjacent to the City of Dallas.

The Dallas Arts District is home to a diverse mix of museums, performance halls, restaurants, and residences. A \$338 million expansion included construction of the Winspear Opera House and the Wyle Theater to join the district's Dallas Museum of Art, Morton H. Meyerson Symphony Center and Nasher Sculpture Center. In 2012 the City Performance Hall joined the list of architectural gems in the district.

The Dallas park system includes 47 community and neighborhood recreation centers, 856 sports complexes, 305 playgrounds and picnic areas, 111 miles of hiking and biking trails and six 18-hole golf courses. The Great Trinity Forest, with 6,000 acres, offers additional natural trail experiences. The Dallas Zoo and the Dallas Arboretum, City properties operated by private foundations, provide additional recreational opportunities. They demonstrate the community's commitment to supporting non-profits via Public-Private Partnerships.

Professional sports opportunities include the Dallas Cowboys (NFL), Dallas Stars (NHL), Dallas Mavericks (NBA), Texas Rangers (MLB) and FC Dallas (MLS).

Government

The City of Dallas has a Council-Manager form of government. Under this form of government, the elected City Council sets policies for the operations of the City. The City Council consists of the Mayor and 14 Council members serving as representatives to the 14 Council Districts. The administrative responsibility of the City rests with the City Manager, who has one First Assistant City Manager and four Assistant City Managers; the Chief Financial Officer also reports directly to the City Manager.

Dallas is a full-service city comprising two dozen departments, including its own Police, Fire-Rescue, and municipal court services. The City Manager oversees all departments and functions of the City excepting those of City Attorney, City Secretary, City Auditor, and Judiciary, each of whom report directly to the City Council. In addition, the parks department does not report directly to the City Manager. It has its own board that is appointed by the City Council. Dallas has a total proposed FY 2016/17 operating budget of \$2.53 billion and capital budget of \$520 million. The City currently employs a staff of over 12,500 full-time employees.

The Position

The City Manager, appointed by the City Council, is the chief executive and administrative officer of the city and provides executive leadership and representation on all matters concerning city government. The City Manager determines the financial, personnel and strategic goals of the city providing excellent customer service through effective communication, leadership, integrity, respect and accountability.

Essential Functions

- Directs and coordinates the administration of city government in accordance with policies and priorities determined by the City Council.
- Supervises through Assistant City Managers and lower-level executives the activities/operations/programs of diverse City departments.
- Supervises, through the Chief Financial Officer, the preparation and presentation of the City's annual billion-dollar budget.
- Coordinates activities with the Mayor and City Council to provide systematic efforts in serving the citizens.
- 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.
- Represents the City at conferences at the local, state, and national level.
- Cultivates cooperative partnerships with other public and private organizations to access resources and improve the efficiency of service delivery.

Education and Experience

Qualified applicants will have a Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Business Administration or directly-related field and at least ten years' experience managing and supervising a large multi-service organization with full responsibility for development and administration of the budget; a Master's degree is preferred. Knowledge of public administration principles, fiscal planning and budget preparation will be necessary for this position. Prior experience as a leader in a large municipal/county government is desired; other significant, applicable public/private sector experience will be considered.

Ideal Candidate

The City Manager is a key position within the City government environment and it is essential for the successful candidate to work closely with the City Council in carrying out city-wide initiatives and setting the tone and vision for the employees of the city.

The ideal candidate must possess excellent communication skills with a strong ability to forge relationships with the Mayor and Council Members, city staff, the community, and the region. The successful candidate will be an innovative leader with a demonstrated ability to think strategically to improve organizational effectiveness and efficiency. This person will need to be creative, resourceful and politically astute with a demonstrated ability to foster successful public / private partnerships within the community. The ideal candidate must have the capacity and interest to be an effective mentor and leader for staff to encourage employee development and succession planning. Advanced written and oral communication skills are imperative for this position.

This individual must be able to display transparency adhere to the highest ethical and moral standards.

Salary

The City of Dallas is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out of area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: DALLASCM

Affion Public
2120 Market Street
Suite 100
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The City of Dallas is an equal opportunity employer.

Pursuant to Texas Open Records Law, Applications and Resumes are Subject to Disclosure.



Delivering Leaders.



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