



City of Dallas

CITY MANAGER

Lead a new era of service delivery excellence, effectiveness, and a brighter Dallas for all.



PUBLIC SECTOR EXECUTIVE RECRUITMENT

THE COMMUNITY

Dallas (pop. 1.3 million), labeled the Wall Street of the South^{*}, is the third-largest city in Texas and the ninth largest city in the United States. Dallas has also been referred to as the second largest financial hub^{**} in the nation by the *Dallas Business Journal*.

Dallas is a vibrant, thriving city renowned for its rich history, diverse culture, and forward-thinking attitude. Dallas is a hub of innovation, offering a unique blend of urban sophistication and Southern hospitality. The city is known for its dynamic economy, innovative technology sector, world-class arts and culture, and a high quality of life. The city is home to iconic landmarks such as the Dallas Arts District, the largest urban arts district in the nation, the historic Dealey Plaza, internationally recognized sports teams, including the Dallas Cowboys and the Dallas Mavericks, which inspire local pride and bring the community together.

As one of the nation's top financial services and business centers, Dallas has more than 63,000 businesses, including global leaders such as Texas Instruments, AT&T, AECOM, and Southwest Airlines. Additionally, the city offers a robust educational landscape characterized by a variety of public and private institutions, higher education opportunities, and a commitment to lifelong learning. This includes the Dallas Independent School District (DISD), the second-largest school district in Texas that serves approximately 140,000 students across 240 schools. DISD has several National Blue Ribbon Schools and is known for innovative programs such as the Public-School Choice Initiative, which allows students to attend schools that best fit their learning styles and interests. With strong community support and innovative programs, the city strives to ensure that all students have access to the educational opportunities they need to succeed in a rapidly changing world.

Dallas has one of the largest municipal parks systems in the nation with over 20,812 park land acres which encompass 410 parks, 7 lakes, 4,658 surface acres of water and over 180 developed trail miles. Park amenities include playgrounds, picnic shelters, tennis courts, soccer and football fields, baseball and softball diamonds, multi-purpose fields, basketball and volleyball courts and disc golf. The Dallas Zoo and the Dallas Arboretum and Botanical Gardens, City properties operated by private foundations, provide additional recreational opportunities and are other examples of the city's commitment to quality of life. Other special attractions include Fair Park – a National Historic Landmark, and the Cotton Bowl, Children's Aquarium, and Texas Discovery Gardens all located within Fair Park.

[For more information about the Dallas community, click here.](#)

^{*}The Wall Street Journal. (2024, August 16). Welcome to Y'all Street: Texas' burgeoning financial hub. *The Wall Street Journal*. <https://www.wsj.com/finance/welcome-to-yall-street-texas-burgeoning-financial-hub-29b712f4>

^{**}WFAA. (2024, August 16). Dallas aims to become the 'Wall Street of the South.' WFAA. <https://www.wfaa.com/article/news/local/dallas-texas-finance-jobs-market-new-york-city-wall-street-of-the-south/287-df62a5e2-f7ff-42c8-a271-6559dbf12698>



THE ORGANIZATION

The City of Dallas has a Council-Manager form of government. Under this form of government, the elected Mayor and 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.

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 Mayor and 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 Mayor and City Council.

The City's fiscal year commences on October 1 annually. The FY 2024-25 Biennial Budget planning process is preparing for an Operating Budget of \$4 billion to fund day-to-day operations and maintenance, and a Capital Budget of \$912.3 million earmarked for long-term capital improvements, for a combined funds total budget of \$4.97 billion. The City of Dallas currently employs a staff of over 15,000 full-time employees.

THE POSITION

The City Manager, appointed by the Mayor and 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. The City Manager is also responsible for ensuring that the city remains a safe and vibrant place to live.

The City Manager ensures that departmental activities and initiatives are in line with the goals, policies, and regulations set forth by the Mayor and City Council. They oversee the development and execution of goals, collaborating closely with stakeholders to address community needs and tackle municipal challenges head-on. The City Manager also ensures the City clearly communicates City programs, policies, and activities while providing timely response and resolution to difficult and sensitive issues brought forth by residents and businesses. In addition to strategic oversight, the position is responsible for formulating long-term plans and policies and working closely with boards, committees, and officials to ensure effective implementation.

The next City Manager will work closely with Assistant City Managers and department directors overseeing the management of departmental strategies, evaluating performance, and fostering a culture of excellence through staff development and training initiatives. Financial acumen is essential in overseeing the City's operating and capital budgeting processes, expenditure approvals, and long-range financial planning.

Essential functions of the position:

- Directs and coordinates the administration of city government in accordance with policies and priorities determined by the Mayor and City Council.
- Supervises through Deputy and 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 residents.
- Implements Mayor and 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.



DESIRED CANDIDATE PROFILE

The following profile description reflects the desired capabilities, leadership attributes, management style and personal characteristics identified by soliciting input from surveys sent to all City employees and the community at-large regarding the most important skills and abilities the next City Manager should possess and demonstrate.

The City of Dallas seeks a dynamic and visionary leader to serve as its next City Manager. The ideal candidate will possess a balanced combination of leadership traits, management attributes, unquestionable integrity, outstanding communication and interpersonal skills, adaptability, and fiscal management expertise. Additionally, the next Dallas City Manager will possess a strong commitment to community engagement and exhibit strong organizational and crisis management skills.

Unquestionable Integrity and Ethics: Upholds the highest standards of integrity and ethics, ensuring transparency, accountability, and fairness in all actions and decisions. Committed to maintaining public trust and credibility.

Visionary Leadership: Articulates a clear and compelling vision for the city's future. Sets ambitious goals and inspires others to work towards achieving a shared vision, while aligning with the city's values and priorities.

Outstanding Communication Skills: Demonstrates excellent communication skills and can convey information clearly and effectively to diverse audiences, including the Mayor and City Council, staff, and community members and the ability to respond thoughtfully to feedback and concerns.

Adaptability and Accountability: Shows flexibility and resilience in adjusting to changing circumstances and new challenges and champions a culture of accountability within the organization, holding both self and team members to high standards of performance and ethical behavior.

Fiscal Management Expertise: Verifiable proficiency and record of fiscal management competence, including overseeing large budgets, developing and implementing fiscal policies, and allocating resources consistent with organizational objectives.

Community Engagement: Engages effectively with the community, understanding their needs and concerns. Demonstrates a genuine commitment to being visible, approachable, and responsive to public input, fostering a strong connection with residents.

Organizational Skills: Manages resources, coordinates activities, and oversees operations with efficiency and effectiveness. Proven ability to lead and motivate staff, ensuring alignment with organizational goals and delivering results.

Workforce Planning: Undeniable commitment to fostering a diverse and inclusive workforce, where the City of Dallas can continuously and successfully recruit, develop, retain and promote the best public service employees in America.

Crisis Management: Adept at handling emergencies and unforeseen situations with composure and effectiveness. Ensures the safety and well-being of the community while managing the impact on city operations.

The next Dallas City Manager will embody the highest standards of integrity, excellent communication skills, outstanding fiscal management, and a profound commitment to ensuring that the City of Dallas remains a vibrant, safe, resilient, and inclusive city.



OPPORTUNITIES AND PRIORITIES

The new City Manager will step into a dynamic role with significant leadership opportunities in the vibrant city of Dallas. This position offers a unique chance to shape the future of one of the nation's most rapidly growing cities by driving innovation, enhancing community engagement, and implementing strategic initiatives. The following is a partial list of the outstanding opportunities the new city manager will have to make a lasting impact on Dallas growth and prosperity:

Leadership Excellence

The new City Manager will have a unique opportunity to propel Dallas into becoming the most effective, efficient, and responsive municipal organization in the United States. By conducting a thorough organizational analysis and aligning strategies with the mission, vision, and values established by the Mayor and City Council, the City Manager will lead a highly skilled group of professionals into a new era of excellence.

Workforce Evaluation and Enhancement Opportunity

The new City Manager will have a pivotal opportunity to thoroughly evaluate the city's workforce to ensure it is well positioned to recruit, retain, and promote top talent. This assessment will focus on identifying strengths and areas for improvement within the organization, implementing best practices to enhance employee satisfaction and development, and ensuring the city's services meet the needs of both internal and external customers.

Enhancing Public Safety and Emergency Preparedness

The new Dallas City Manager will have the opportunity to comprehensively evaluate public safety systems, including police, fire, and emergency preparedness and response to prioritize public safety and keep Dallas, its residents, and neighborhoods safe.

Strategic Planning and Collaboration

The new City Manager will have the opportunity to collaborate closely with the Mayor and City Council to develop, revise, update, or implement a clearly defined strategic plan. This collaborative effort will ensure that the city's goals and priorities are aligned, providing a cohesive vision for the future.

Financial Stewardship and Strategic Resource Allocation

The new City Manager will have the opportunity to assess both short- and long-term financial challenges and opportunities and lead a process to save taxpayers' money and prioritize their interests. This will involve a comprehensive review of the City's financial landscape and aligning existing resources with the Mayor and City Council's identified priorities.

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LEADERSHIP OPPORTUNITIES *continued*

Championing Diversity, Equity, Inclusion, and Belonging

The new City Manager will have the opportunity to be a leading advocate for Diversity, Equity, Inclusion, and Belonging (DEIB) within the City of Dallas. This role will involve actively promoting and implementing policies that foster a more inclusive and equitable community, addressing systemic disparities, and ensuring that all employees and residents feel valued and included.

Economic Development and Community Growth

The new City Manager will play a pivotal role in implementing economic development initiatives, housing policies, and addressing affordability issues. This position requires balancing competing interests within the development community and fostering public-private partnerships to deliver essential services, innovative initiatives, and impactful projects.

Enhancing Communication Strategies and Community Engagement

The new City Manager will have a unique opportunity to enhance communication strategies and community engagement. Maintaining strengths in community messaging and introducing new and improved communication methods with the Mayor and City Council and community are top priorities. The City Manager should possess strong listening skills and a genuine desire to engage with the community and elected officials. Active participation in community meetings and maintaining a visible presence within the community will be essential to building trust and fostering a collaborative environment.

EDUCATION AND EXPERIENCE

The new City Manager must possess a bachelor's degree, from an accredited college or university, in Public Administration, Business Administration or a closely related field and at least ten years of closely related professional experience leading a comparable body and managing a large multi-service organization. A master's degree and related professional certification is desired but not required.

COMPENSATION AND BENEFITS

The City of Dallas will offer a market competitive base salary and benefits depending on qualifications and experience. Relocation assistance will be available for the successful out of area candidate; residency within the city limits required. [Click here to learn more about the benefits offered by the City of Dallas.](#)



City of Dallas

COMMITTED TO "SERVICE FIRST" EXCELLENCE

APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

www.governmentjobs.com/careers/bakertilly

Application review begins on **Monday, September 16, 2024**. Following the first review date, we will evaluate all applications against the posted qualifications, and may extend invitations to submit additional information, including references, and a formal interview (virtual or in-person) to a select few. This announcement will remain posted, and we will continue to accept applications until the city reaches an agreement with one finalist.

For more information, please contact Art Davis at Art.Davis@bakertilly.com or (816) 868-7042, or Edward Williams at Edward.Williams@bakertilly.com or (214) 842-6478 for more details.

Pursuant to state or local laws governing access to public records, all information submitted and associated with an individual's application, including resumes and cover letters, may be subject to public disclosure.

The City of Dallas, Texas is an Equal Opportunity Employer.

