

Safety Sensitive: No

Title: Chief of Staff
City of Dallas
Classification Specification

CDL: No

Position Purpose
Pay Grade: MISC FLSA Status: Exempt

Class Code: 24315

Established: 10/1/2017 Revised:

Application: Single Incumbent
Supplemental/ Code:

Under the direction of the City Manager, the Chief of Staff supports the operations of the City Manager's Office. The position includes administrative oversight of the City Manager's Office to include budget development, coordination of special projects and interdepartmental initiatives. The Chief of Staff provides highly responsible and complex administrative support to the City Manager and Executive Leadership Team in the advancement and implementation of the City's strategic priorities. The Chief of Staff oversees the implementation of the Resilient Dallas Strategy and the City of Dallas Broadband and Digital Equity Strategic Plan.

Essential Functions

1. Directs the administrative activities of the City Manager's Office, which includes planning, coordinating, administering, and evaluating staff to deploy programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Supervises staff assigned to the Resilient Dallas Strategy, and Broadband and Digital Equity Strategic Plan, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Coordinates special projects for the City Manager to include the implementation of the Resilient Dallas Strategy and the Broadband and Digital Equity Strategic Plan, including the planning, design, implementation, and evaluation of projects, management studies, introduction of new programs, and various professional services: defines the scope of the project; identifies and ensures proper allocation of financial, material, and human resources committed to the project; formulates solutions and resolves problems; facilitates implementation of the project; and provides administrative support to the project as needed.
4. Performs research on assigned problems, issues, or programs analyzes findings and recommends changes in policies or procedures.
5. Prepares reports, memorandum, or verbal updates on matters of significance at the direction of the City Manager to ensure Executive Leadership Team are informed of current status of significant programs, issues or events.
6. Performs policy analysis, makes recommendations, prepares agendas and information items, facilitates meetings, and performs other related administrative duties on behalf of the City Manager.
7. Directs staff in preparation of City Council meeting agendas and follow-up actions resulting from Council meetings;

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8. Manages and provides oversight of City Manager's Office budget and expenditures.

9. Represents the City Manager at various meetings, functions, and events: serves as a liaison to various civic and governmental organizations and committees, taskforces, boards, and commissions; confers regularly with officials from other municipalities, chambers of commerce, authorities, and commissions; provides information about City operations; participates in discussions and decisions and keeps the Mayor apprised of such activities.

10. Regular, reliable and punctual attendance is an essential function of the job.



Knowledge, Skills and Abilities Required to Perform Work

Use of an equitable and inclusive lens to administer City policies, procedures, and programs. Operational characteristics, services and activities of a large city providing a variety of services to the community. Modern principles and practices of city government public administration.

Methods and techniques of conducting research.

Principles of business letter writing and basic report preparation.

Principles and procedures of financial record keeping and reporting.

Principles of municipal finance, budget preparation and control.

Principles of lead supervision and training.

Office equipment including computers and supporting word processing and spreadsheet applications.

Diverse communities of the City.

Pertinent federal, state, and local laws, codes and regulations.

Organization and time management.

Strategic and critical thinking.

Problem solving and decision making.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to effectively communicate both orally and in writing with technical staff, consultants, contractors, governmental agencies, city management, and residents.

Certification, Registration, or Licensure

May be required to be certified, registered, or licensed in a specialty area.

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.

