



City of Dallas

# Management Development Associate (MDA) Program



Photo by Miguel Casanova

# Management Development Associate (MDA) Program

## About the Program

Created in 2005, the City of Dallas is offering a two year management development program for graduates of master's programs who have an interest in local government management as a career. The program is designed to attract, develop and retain talented individuals from diverse backgrounds to serve the citizens of Dallas.

As a participant in the program you will have the opportunity to have two one-year rotations in various departments of the City. Each rotation will be in a different department with the intent of providing a broad perspective of City services and activities. The work and responsibilities of the Management Development Associates will vary by each department but will primarily consist of direct project management, project and program analysis, research, budgeting and customer service. The program's MDAs have worked in Purchasing and Business Development, Economic Development, the Dallas Police Department, Public Works and Street Services. Their projects this year include the formulation of the 2006 Bond Program, creation of an inland port, and analysis of fleet and equipment inventories in the Street Services Department.

All participants of the program will be employees of the City Manager's Office and therefore will have the opportunity learn under experienced local government professionals including the City Manager and Assistant City Managers. In addition to the regular assigned duties within the departments, participants will have the chance to attend City Council meetings, senior staff meetings and monthly educational or professional development events.

The next class of Management Development Associates will commence on July 5, 2006. The salary will be \$45,000 plus a comprehensive benefits package. While there is no guarantee of employment with the City upon completion of the program, there is the expectation that MDA participants would stay on with the City in middle management positions in which they may be qualified. It is anticipated that MDAs will be highly recruited by the various departments of the City.

## For More Information

Ryan O'Connor  
Assistant to the City Manager  
214-670-4124  
Ryan.oconnor@dallascityhall.com

Lynetta Moore  
Assistant to the City Manager  
214-670-4509  
Lynetta.moore@dallascityhall.com

## Required Application Materials (By Email Preferred)

- Completed City of Dallas Application ([www.dallascityhall.com](http://www.dallascityhall.com))
- Resumé with cover letter
- One example of each: Word document (memo or letter), PowerPoint presentation

## Application Deadline

Friday, May 19, 2006



## About the City of Dallas

Dallas, Texas, population 1.2 million, is the eighth largest city in the U.S. and forms the heart of the large metropolitan area in north central Texas, often referred to as the “metroplex.” The metroplex, a 12-county area encompassing more than 120 cities, is anchored by the City of Dallas in the east and Fort Worth on the west. The Dallas community of today is world-class with a diverse population located on a total land area of 384 square miles. Additional information can be obtained at the City’s web site: [www.dallascityhall.com](http://www.dallascityhall.com) and at the Greater Dallas Chamber of Commerce web site: [www.gdc.org](http://www.gdc.org).

## City Government

For many years, Dallas has been recognized as a national model for effective professional management of a large and complex city organization. The City operates under the Council-Manager form of government. Since 1931, the City’s legislative policy was determined by a seven-member City Council and Mayor elected at large, with a professional City Manager implementing policy. In 1991, the City Council grew to 14 Council Members elected from single-member districts and a Mayor elected at large. The council-manager form of government combines citizen input—through elected Council members—with the training and experience of a career City Manager, a public management professional, who implements policies set by the Council and is responsible for direction of the day-to-day affairs of the City.

The City Manager oversees City operations with an executive team of Assistant City Managers, each of whom has oversight responsibility for various City departments. Departmental operations and services are under day-to-day supervision of professionally-trained department heads. The City of Dallas is a self-sufficient, full-service City with a total annual operating budget of \$2 billion and an employee workforce of approximately 12,000 employees.



## Frequently Asked Questions

*What master's degrees are accepted?*

In general any degree that has a tie to either public or business administration is acceptable including communications, management, economics, social work, etc.

*What is included in the benefits package?*

Information to be provided by the Human Resources Department upon request.

*Are you expected to complete the entire two year program prior to hiring on with a department?*

Yes, however, under some circumstances you may be given permission to join a department after 12 months in the program.

*What is the timetable for hiring?*

We plan to review applications in May with interviews being conducted during late June.

*Is the salary negotiable?*

The salary is set for the upcoming class at \$45,000 per year. Participants are full time employees and will be treated as such with regard to merit pay increases and any other incentives programs currently available.



**City of Dallas**