

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Assistant City Manager		
<b>Job Code:</b>	EX1011	<b>Job Family:</b>	Executive
<b>Pay Grade</b>	312	<b>Date Reviewed:</b>	08/10/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	02/26/2020

### GENERAL SUMMARY

Assists in the planning, directing, management and review of the activities and operations of the City. Coordinates City services and activities among City departments and with outside agencies. Provides highly responsible and complex administrative support to the City Manager and Deputy City Manager.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Assumes management responsibility for assigned departments; and recommends and administers policies and procedures.
2. Directs the activities of assigned departments by meeting with department managers to assign projects and responsibilities, review and evaluate work methods and procedures, and identify and resolve problems.
3. Leads the development and implementation of City department goals, objectives, policies and priorities.
4. Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; and directs and implements changes.
5. Represents the City with outside agencies; coordinates City activities with those of other cities, counties and outside agencies and organizations.
6. Provides highly complex and professional staff assistance to the City Manager and Deputy City Manager; provides staff support to assigned boards and commissions; represents the City Manager in his/her absence.
7. Prepares and presents staff reports and other necessary correspondence as necessary.
8. Responds to and resolves difficult and sensitive inquiries and complaints.
9. Manages and supervises special projects and task forces.
10. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of city management and administration.

11. Negotiates contracts and agreements with representatives of other governmental agencies, businesses, consultants and other agencies and parties.
12. Explains, justifies and defends City programs, policies, and activities.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
15. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operations, services and activities of a comprehensive city management program.
  - Modern principles and practices of personnel and risk management.
  - Principles and practices of program development and administration.
  - Principles and practices of municipal budget preparation and administration.
  - Principles of supervision, training and performance evaluation.
  - Pertinent federal, state and local laws, codes and regulations.
  - City personnel policies and procedures.
  - Principles and procedures of negotiations.
  - Principles and procedures for developing goals, objectives and management plans.
- **Skill in:**
  - Leadership and delegation of authority.
  - Strategic and critical thinking.
  - Organization and time management.
  - Computers and applicable software.
  - Data analysis and problem solving.
  - Managing multiple programs, projects and tasks.
  - Interpersonal relations and customer service.
  - Negotiation.
  - Delivering presentations.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Develop and administer City goals, objectives and procedures.
  - Analyze and assess programs, policies and operational needs and make appropriate adjustments.
  - Identify and respond to sensitive community and City Council issues, concerns and needs.
  - Plan, organize, direct and coordinate the work of lower-level staff.
  - Select, supervise, train and evaluate staff.
  - Delegate authority and responsibility.
  - Lead and direct the operations, services and activities of the City.

- Interpret and apply federal, state, and local policies, laws and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
  - Research, analyze and evaluate new service delivery methods and techniques.
  - Prepare and administer large and complex budgets.
  - Represent the City in a variety of forums.
  - Maintain confidentiality of certain City information.

## **MINIMUM JOB REQUIREMENTS**

Master's degree from an accredited college or university with major coursework in public administration, business administration, or a related field and eight years of increasingly responsible experience in government or business management, including four years of administrative and supervisory experience.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.