

City of Fort Worth, Texas Job Description

Classification Title	Assistant Economic Development Director		
Job Code:	AD1231	Job Family:	Assistant Department Directors
Pay Grade:	305	Date Created:	10/16/15
FLSA Status:	Exempt	Date Revised:	

GENERAL SUMMARY

Assists in planning, directing, managing and overseeing the activities and operations of the Economic Development Department including business recruitment, retention, and expansion; budget and financial operations; development, implementation and oversight of an international economic development strategy, coordination and collaboration with community economic development partners; and development of policies and guidelines. Provides highly responsible and complex administrative support to the Economic Development Director.

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. Directs the activities of the division/department, which includes planning, coordinating, administering, and evaluating 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, 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. Assists in managing the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
4. Assists in establishing appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned economic development programs, service delivery methods and procedures; and works with subordinate employees on the continuous improvement of city services.

6. Participates in the development of the department budget; forecasts funds needed for staffing, equipment, materials and supplies; and implements budgetary adjustments, as needed.
7. Works with business representatives, consultants, the real estate community, state and regional officials, and City officials on business recruitment and expansion investment opportunities.
8. Establishes and maintains relationships with a variety of entities involved in the economic development process.
9. Develops return on investment analysis (ROA) of businesses seeking to relocate or expand, and evaluates possible incentive recommendations to be made to the City Manager and City Council.
10. Represents the Economic Development Department to other departments, elected officials and outside agencies; and coordinates assigned activities with those of other departments and outside agencies and organizations.
11. Provides staff assistance to the Economic Development Director; participates on a variety of boards, commissions and committees; and prepares and presents staff reports and other necessary correspondence.
12. Performs other related duties as required.
13. 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.
14. 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:**
 - 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.
 - Principles and practices of conducting and evaluating due diligence on companies seeking financial incentives.
 - Conducting and analyzing a company's financials, business plan, project pro forma, competitors and markets.
- **Skill in:**
 - Organization and time management.
 - Strategic and critical thinking.
 - Problem solving.
 - Evaluating the efficiency and effectiveness of service delivery methods and procedures.
 - Communicating with staff, contractors, and elected officials.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Assists in developing and administering departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate subordinate employees.
- 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.
- Interpret and apply laws, rules and regulations governing the implementation and administration of human resources programs.
- Implement programs in assigned areas including training, organizational development, employee customer service and employee assistance programs.
- Interpret and apply applicable federal, state and local policies, laws and regulations.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economic development or a related field and six years of experience in economic development, community development, or closely related field including three years of administrative and supervisory responsibility.

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.