

City of Fort Worth, Texas Job Description

Classification Title	Assistant Neighborhood Services Director		
Job Code:	AD1221	Job Family:	Assistant Department Directors
Pay Grade	305	Date Reviewed:	06/11/15
FLSA Status	Exempt	Date Revised:	10/01/15

GENERAL SUMMARY

Assists in the planning, directing and managing of activities, employees and operations of the Neighborhood Services Department. Coordinates assigned activities with other departments and outside agencies. Provides complex administrative support to the Neighborhood Services 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 neighborhood services 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. Manages and oversees the City's incentive program for land development; negotiates tax abatements, grants and agreements; assists developers with various City departments; and informs developers of city processes and rules.
8. Provides oversight and direction to projects and programs receiving federal funds to ensure compliance with all federal requirements; and explains federal requirements and city policies to developers, program agencies and residents.
9. Represents the Neighborhood Services Department to other departments, elected officials and outside agencies; and coordinates assigned activities with those of other departments and outside agencies and organizations.
10. Provides staff assistance to the Neighborhood Services Director; participates on a variety of boards, commissions and committees; and prepares and presents staff reports and other necessary correspondence.
11. Performs other related duties as required.
12. 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.
13. 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:**
 - City incentive program, City development rules and ordinances and federal requirements.
 - Real property law and City policies and procedures relating to City property.
 - Operations, services and activities of a comprehensive, municipal housing program.
 - Principles and practices of program development and administration.
 - Methods and techniques of statistical data collection and analysis.
 - Principles and practices of municipal budget preparation and administration.
 - Principles and procedures of financial reporting.
 - Principles and procedures of management systems and reporting.
 - Principles of supervision, training and performance evaluation.
 - Pertinent federal, state and local laws, codes and regulations.
 - City personnel policies and procedures.
 - Principles and procedures for developing goals, objectives and management plans.
- **Skill in:**
 - Problem solving.
 - Drafting.
 - Strategic and critical thinking.
 - Computers and applicable software.
- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Assist in managing and directing a comprehensive, municipal housing program.
- Assist in developing and administering departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Analyze data and information; draw conclusions; propose responsive actions.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of lower-level staff.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- 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 clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Negotiate incentive agreements and contracts.
- Read and understand purchase agreements, deeds and leases.
- Review appraisals, surveys and title commitments.
- Maintain confidentiality of certain City information.
- Establish and maintain effective working relationships.
- Operate assigned vehicle to travel to various meetings and events in the City.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, planning, social work, or a closely related field and six years responsible experience in a municipality or administrative position related to housing or community development with four years of administrative and supervisory experience.

OTHER REQUIREMENTS

Valid Texas driver's license.

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, stooping, kneeling, crouching, reaching, 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.