

City of Fort Worth, Texas Job Description

Classification Title	Assistant Property Management Director		
Job Code:	AD1131	Job Family:	Assistant Department Directors
Pay Grade	305	Date Created:	01/15/15
FLSA Status	Exempt	Date Revised:	06/26/15

GENERAL SUMMARY

Assists in the planning, directing and managing of activities and operations of the Property Management Department, including direct management of assigned divisions, such as Fleet, Facilities and Real Property. Coordinates assigned activities with other departments and outside agencies. Oversees administrative activities and special projects and ensures effective planning and prioritization of departmental services. Provides complex administrative support to the Property Management 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 establishing appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; and directs and implements changes.
5. Participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; and implements budgetary policy and procedures.
6. Explains, justifies and defends property management programs, policies and activities; negotiates and resolves sensitive and controversial issues; and

participates in the writing of new rules and regulations and/or proposals for new programs or projects.

7. Represents the Property Management Department to other departments, elected officials, developers, outside agencies, and general public; participates on a variety of boards, commissions and committees; and provides staff support and technical guidance to assigned boards and commissions.
8. Provides complex administrative assistance to the Property Management Director and other executive level staff as appropriate.
9. Performs other related duties as required.
10. 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.
11. 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 related to fleet services, facilities management or real property programs.
 - Principles and practices of administration and management.
 - Methods and techniques of budget forecasting and monitoring.
 - Recent developments, current literature and sources of information related to fleet services, facilities management, or real property.
 - 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:**
 - Organization and time management.
 - Strategic and critical thinking.
 - Problem solving and decision making.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Analyze and assess programs, policies and operational needs and make appropriate adjustments.
 - Plan, organize, direct and coordinate the work of subordinate employees.
 - Delegate authority and responsibility.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Research, analyze and evaluate city property management methods and techniques.
 - Prepare clear and concise administrative reports.

- 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 architecture, engineering or a closely related field and six years of responsible experience in management of building construction/operations programs, including two 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.