

City of Fort Worth, Texas Job Description

Classification Title	Deputy Chief of Staff		
Job Code:	PR1050	Job Family:	Professional
Pay Grade	611	Date Reviewed:	06/10/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Maintains communication between Mayor, City Council, city staff, citizens and the media. Responds to inquiries and complaints from the public. Provides complex administrative support to the Chief of Staff, Mayor, and City Council Office.

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. 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.
2. Maintains effective communication between the Mayor, City Council, staff, citizens and the media; coordinates briefing sessions and meetings; distributes correspondence to city departments; and prepares response statements to city department, outside agencies and citizens.
3. Coordinates travel plans for the Mayor; sets travel calendar; and travels with Mayor, as needed.
4. Coordinates contacts with media; prepares background information and press statements; and communicates with media on behalf of the Mayor.
5. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
6. Reviews incoming mail; handles or routes mail; and directs the preparation of letters, memoranda and other correspondence.
7. Represents the City on a variety of boards and committees; attends and participates in meetings; and stays abreast of issues and policies affecting city governments.
8. Coordinates special events and functions; contacts community groups and organizations for input; and participates in special events.
9. Conducts studies of operational issues; prepares recommendations on results; and evaluates recommended changes on organization, policy and procedures.
10. Performs other related duties as required.

11. 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.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Current social, political and economic trends and problems of municipal government.
 - Concerns and interests of civil groups, governmental agencies and the general public.
 - Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
 - 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.
- **Skill in:**
 - Coordination of programs, events and functions.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Provide leadership in coordinating and promoting administrative activities.
 - Interpret and apply city policies, procedures, laws and regulations.
 - Prepare clear and concise reports and develop recommendations.
 - 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, or a related field and five years of increasingly responsible administrative experience preferably within a local government environment.

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.