

City of Fort Worth, Texas Job Description

Classification Title	Economic Development Director		
Job Code:	DH1051	Job Family:	Department Head
Pay Grade	309	Date Reviewed:	09/02/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Plans, directs and manages the activities, employees and operations of the Economic Development Department. Coordinates activities with other departments and outside agencies. Provides highly responsible and complex administrative support to an Assistant 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. Directs and manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area; and oversees the development and implementation of policies and plans related to departmental services and operations.
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. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; and implements improvements.
4. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
5. Represents the Economic Development Department to other departments, elected officials and outside agencies.
6. Plans, directs and coordinates, through subordinate level management staff, the Economic Development's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; and meets with key staff to identify and resolve problems.
7. Oversees contracts; negotiates and prepares requests for proposals or contracts with external professional service providers and vendors; monitors work progress; and ensures adherence to project schedules and budgets.

8. Leads the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary.
9. Provides executive level staff assistance to an Assistant City Manager; participates on a variety of boards, commissions and committees; and provides staff support to assigned boards and commissions.
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.
12. 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 municipal economic and community development program.
 - Principles and practices of program development and administration.
 - Methods and techniques of statistical data collection and analysis.
 - Principles and practices of negotiation of sensitive issues related to economic and community development.
 - 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:**
 - Delivering presentations.
 - Organization and time management.
 - Computers and applicable software.
 - Mathematics.
 - Interpersonal relations.
 - Event coordination.
 - Research and analysis.
 - Strategic thinking.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Manage and direct a comprehensive municipal economic development program.
 - Analyze and assess programs, policies and operational needs and make appropriate adjustments.

- Analyze data and information; draw conclusions; propose responsive actions.
- 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.
- Negotiate with business entities on behalf of the city.
- 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, Planning, or a related field and eight years of increasingly responsible experience in economic development, community development, and/or diversification, human resource management, government relations, or a closely related field, including four years 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, 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.