

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Neighborhood Development Manager		
<b>Job Code:</b>	MG1451	<b>Job Family:</b>	Management
<b>Pay Grade</b>	612	<b>Date Reviewed:</b>	06/10/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Oversees management of housing and community development projects and programs; ensures compliance with federal and city laws and budgets; develops and implements policies and plans; oversees and coordinates administrative support services for assigned area and performs more technical and complex tasks.

### 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. Participates in the development, analysis, formulation and administration of department budget; approves forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments, as needed.
3. Oversees and coordinates administrative support services for assigned division; coordinates new contracts; and develops and implements programs, new initiatives and other services.
4. Assists in administering assigned contracts; prepares bid documents; negotiates and prepares requests for proposals or contracts with external service providers or vendors; monitors work progress and ensures adherence to project schedules and budgets.
5. Manages construction and housing rehabilitation projects and ensures compliance with Texas Department of Housing and Community Affairs or other applicable regulations.
6. Acts as liaison between developers and city departments and presents recommendations regarding proposed use of federal funds.
7. Prepares and presents analytical and statistical reports on operations and activities.
8. Performs other related duties as required.

9. 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.
10. 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:**
  - Purchasing regulations.
  - Revitalization and redevelopment programs.
  - Community economic development principles and practices.
  - Partnership development, grant writing and fundraising.
  - Pertinent federal, state and local laws, codes and regulations.
  - Principles and practices of program development and implementation.
  - Federal funding rules and regulations.
  - Operations, services and activities of an administrative support services or program.
  - Methods and techniques of expediting community development business activities.
  - Principles and practices of collecting, reviewing and analyzing technical and statistical data.
  - Methods and techniques of report preparation.
  - Principles and practices of urban planning, engineering or architecture as they relate to development issues.
- **Skill in:**
  - Customer service and problem solving.
  - Delivering presentations.
  - Decision making and strategic thinking.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Supervise, manage, evaluate and discipline employees.
  - Establish and implement new policies, processes and procedures.
  - Manage projects.
  - Research, analyze, review and interpret technical and statistical data.
  - Function as a liaison.
  - Conduct on-site inspections of new developments.
  - Negotiate agreements and create term sheets.
  - Interpret and explain City policies and procedures.
  - Prepare clear and concise reports.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in Planning, Business Administration, Human Resource Management, Public Administration, Political Science, or a related field and five years of increasingly responsible experience in community development, economic development and/or diversification, human resource management, government relations, or a closely related field, including two years management/administrative 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, repetitive motions, climbing, crawling and balancing. May also require crawling and working on elevated structures.

## **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.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.