

City of Fort Worth, Texas Job Description

Classification Title	Neighborhood Services Director		
Job Code:	DH1111	Job Family:	Department Head
Pay Grade	309	Date Created:	01/15/15
FLSA Status	Exempt	Date Revised:	09/03/15

GENERAL SUMMARY

Plans, directs and manages the activities and operations of the Neighborhood Services 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 the activities of the Neighborhood Services 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. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of services offered by the department; and allocates resources accordingly.
4. Plans, directs and coordinates, through subordinate level management staff, the department'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.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs and implements changes.
6. Represents the Neighborhood Services Department to other departments, elected officials and outside agencies.
7. 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.

8. 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.
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.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Operations, services and activities of a comprehensive, municipal neighborhood services program.
 - Principles and practices of program development and administration.
 - Methods and techniques of statistical data collection and administration.
 - Principles and practices of municipal budget preparation and administration.
 - Principles and procedures of management systems and reporting.
 - Principles and procedures for developing goals, objectives and management plans.
 - City personnel policies and procedures.
 - Pertinent federal, state and local laws, codes and regulations.
- Skill in:
 - Time and employee management.
 - Research and analysis.
 - Strategic and critical thinking.
 - Computers and applicable software.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Develop and administer departmental goals, objectives and procedures.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Prepare clear and concise administrative financial reports.
 - Establish and maintain effective working relationships.

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 eight years responsible experience in a municipality or administrative position related to housing or community development with six 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, 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.