

City of Fort Worth, Texas Job Description

Classification Title	Neighborhood Services Manager		
Job Code	PR2811	Job Family:	Professional
Pay Grade	612	Date Created:	09/03/15
FLSA Status	Exempt	Date Revised:	11/19/19

GENERAL SUMMARY

Under the general supervision of the Assistant Director of Neighborhood Services, coordinates and facilitates improvement efforts to make neighborhoods more livable and a stronger community. This occurs via an exchange of information among citizens, neighborhood organizations and city staff; provides technical assistance and serves as an advocate on neighborhood issues; and coordinates the investment of city resources in neighborhoods.

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. Meets with community leaders, neighborhood organizations, citizens and serves as a liaison between the city departments.
2. Coordinates with property owners and neighborhoods on issues associated with education of code enforcement, parking, neighbor relations programs, local ordinances and assists with resolving complex neighborhood issues.
3. Participates in the development of policies and procedures to address neighborhood needs and coordinates programs and services to improve communication, outreach, and support to neighborhoods.
4. Monitors the development and implementation of programs utilizing federal, state and local funds.
5. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned programs, service delivery methods and procedures and with assigns employees on the continuous improvement of city services.
6. Complies with federal, state and local legal contract and program requirements by studying existing and new legislation.
7. Assists with and confers with federal and other government officials in order to negotiate contracts for federal financial assistance.
8. Conducts community information meetings, seminars, and in-house training on department programs and issues.

9. Maintains professional and technical knowledge by attending educational workshops and reviewing professional publications.
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:**

- Principles of supervision, training and performance evaluation.
- Methods, principles, and practices of Neighborhood Services improvement programs and strategies.
- Methods and techniques of problem solving, team leading, research procedures, and public relations.
- Principles and practices of Neighborhood Services improvement programs, urban economics and development.
- Current literature, information sources, and research techniques in the field of Neighborhood Services improvement programs.
- Principles of municipal budget preparation and control.
- Pertinent Federal, State and local laws, codes and regulations applicable to municipal planning.
- Office equipment including computer and supporting work processing and spreadsheet applications.
- City policies and applicable State laws, as assigned.
- City's funding policies and procedures.

- **Skill in:**

- Organization and time management.
- Facilitation.
- Interpersonal relations.
- Computers and applicable software.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Select, supervise, train and evaluate, organize and review the work of subordinate co-workers.
- Interpret State and Federal programs and how these relate to neighborhood services.
- Analyze and compile statistical information.
- Prepare and present graphical presentations.
- Analyze data and trends.
- Perform technical, demographic, and economic studies using mathematical modeling.
- Review properties and structures for compliance with current city zoning codes and regulations.
- Interpret and explain current 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 and three years of experience in city or regional planning, community or economic development, code enforcement, social or human services, public or business administration or closely related field.

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.