

City of Fort Worth, Texas Job Description

Classification Title	Program Support Division Administrator		
Job Code:	PR2080	Job Family:	Professional
Pay Grade	614	Date Reviewed:	07/15/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists in the planning, directing, managing and oversight of the activities and operations of the Program Support Division of the Police Department. Performs a variety of professional level duties and coordinates projects and programs; coordinates assigned activities with other departments and outside agencies; and provides complex administrative support to the Chief of Staff.

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. Assumes management responsibility for assigned division activities and operations. Oversees the Department's research, planning, programs, contracts, grants, leases and capital projects; coordinates assigned activities with other departments and outside agencies; and provides responsible support to the Chief of Staff.
3. Plans, directs and coordinates the department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; and interfaces with key staff to identify and resolve problems.
4. Assesses and monitors workloads; administers and supports systems and internal reporting relationships; and recommends and implements improvements.
5. Oversees and participates in the development and administration of the division's annual budget. Participates in the forecasting of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implement adjustments.
6. Conducts a variety of organizational studies, investigations and operational studies; and recommends modifications to programs, policies and procedures as appropriate.
7. Serves as the liaison for assigned division with other divisions, departments and outside agencies. Negotiates and resolves sensitive and controversial issues.

8. Serves on a variety of boards, commissions and committees; and prepares and presents staff reports and other necessary correspondence.
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:
 - Operational characteristics, services and activities of a large city providing a variety of services to the community.
 - Modern principles and practices of project/program management, planning, and public administration.
 - Methods and techniques of conducting research.
 - Principles of business letter writing and report preparation.
 - Principles of municipal finance, budget preparation and control.
 - Principles and practices of financial record keeping and reporting.
 - Principles of supervision, training and performance evaluation.
 - Office equipment including computer and supporting word processing and spreadsheet applications.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Principles and procedures for developing project/program goals and objectives.
- Skill in:
 - Organization and time management.
 - Computers and applicable software.
 - Interpersonal relations.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Interpret, explain and apply departmental policies and procedures.
 - Compile, organize and present information in a clear and logical manner.
 - Prepare clear and concise oral and written reports.
 - Operate a computer and other office equipment.
 - Oversee a variety of complex contracts and grant funded programs.
 - Communicate clearly and concisely, both orally and in writing.
 - Respond tactfully, clearly, concisely and appropriately to inquiries from the public or other agencies on sensitive issues in area of responsibility.
 - 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 experience in public or business administration or a related field.

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.