

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Project Assistant		
<b>Job Code:</b>	TC5640	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	510	<b>Date Created:</b>	12/31/2015
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Assists developers in project due diligence; and facilitates large private development and city participation projects through various development review processes. Proposes alternative solutions to unique development issues and/or procedural obstacles; identifies opportunities for development process improvement; and suggests procedural, ordinance and/or policy changes through requisite stakeholder groups.

### 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. Receives Community Facility Agreement (CFA) and Encroachment Agreement applications; processes associated application fee; and creates project file for respective infrastructure project.
2. Coordinates with the applicant/developer's consulting engineer and assigned Project Manager to initiate and draft the associated contracts for developer's execution. Calculates, collects and deposits associated fees for the project.
3. Serves as liaison between the platting process, the Infrastructure Plan Review Center (IPRC), encroachment review team, the developer and developer consultants and the infrastructure construction and building inspectors.
4. Receives and reviews the Financial Guarantees for CFA projects. Coordinates with banks and bonding agencies for execution of these items.
5. Drafts and routes Mayor and Council Communications for projects involving City financial participation within a developer's CFA or for Major Encroachments.
6. Drafts and routes Infrastructure Construction Agreements (ICA), Design Procurement Agreements (DPA), Future Improvements Agreements and Encroachment Agreements, as required.
7. Reconciles CFA projects upon final inspection and circulation of the Green Sheet.
8. Attends pre-development conferences and other project planning meetings, as necessary, to help advise developers/consultants on the CFA process and Encroachment Agreement process.
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:**
  - Access, Accela Automation and City financial deposit processes.
  - Terminology associated with civil infrastructure plans.
  - City CFA and Encroachment policies and processes, such as platting process, development rights, infrastructure review, zoning land use, construction and appeal process.
  - City's project management and financial systems.
- **Skill in:**
  - Customer service.
  - Interpersonal relations.
  - Computers and applicable software.
  - Creative thinking.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Read and comprehend semi-complex applications.
  - Review documentation for completeness and accuracy.
  - Perform calculations for determining project fees.
  - Prepare clear and concise contracts.
  - Index and manage paper files and related online databases.
  - Independently review the status of CFA project .
  - Establish and maintain effective working relationships.
  - Draft Mayor and Council communications.
  - Coordinate with partner departments to ensure proper funding and account linking.
  - Review actual project costs and balance against estimated cost.
  - Collect money and process refunds.
  - Participate in high level group discussions, build team consensus and negotiate solutions.
  - Evaluate circumstances, identify critical path items and suggest streamline solutions.

## **MINIMUM JOB REQUIREMENTS**

Associate's degree from an accredited college or university with major course work in public administration, business administration, planning, or a related field and three years of increasingly responsible related work experience.

## **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.