

City of Fort Worth, Texas Job Description

Classification Title	Senior Capital Projects Officer		
Job Code:	PR2320	Job Family:	Professional
Pay Grade	616	Date Reviewed:	07/13/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Performs a variety of professional-level duties and coordinates major projects or major programs; coordinates assigned projects with other departments and outside agencies as required; serves as the City's liaison / coordinator on major high profile projects and programs.

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. Assumes management responsibility for all required services and activities; recommends and administers policies and procedures related to the City coordination and facilitation of the high profile project / program assigned.
2. Directs and manages the development and implementation of project/program goals, objectives, policies and priorities for the City in coordination with the responsible City departments and/or partner agencies.
3. Establishes, within City policy and plans, appropriate service delivery and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; works with departments and partner agencies to insure that resources are allocated accordingly.
4. Plans, facilitates, directs and coordinates City and partner agency staff; assigns projects and programmatic areas of responsibility as required; meets with key staff to identify and resolve problems.
5. Oversees and participates in the development and administration of the City's budget as it relates to the assigned project/program; approves the forecast of funds needed for the staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary to the implementation of the project/program.
6. Reviews all significant reports, plans, and documents drafted by staff members, partner agencies or outside agencies; coordinates with these groups to implement plans, capital improvements and report recommendations.
7. Provides staff assistance to other executive management staff and the City Council as requested by the assigned Department Director.

8. May serve as liaison with regional organizations, municipalities, state and federal governments as well as transportation-related agencies; initiates and maintains working relationships at all levels and advocates the City's infrastructure needs and positions.
9. Identifies key decision makers, elected officials and other stakeholders and networks to gain support for City of Fort Worth goals, objectives and interests.
10. Educates City officials and other agencies on legislative positions, state laws, policy statements and regulations affecting the City's vision as requested by the assigned Department Director.
11. Engages in appropriate debate and consensus building with internal City staff and external groups and governmental agencies; strengthens and enhances ties at local, state and national levels as it relates to the vision of the City.
12. Researches, identifies and develops innovative infrastructure options as well as identifies viable funding sources while maintaining a balance between fulfilling the City's infrastructure needs and available funding; assists in developing related policies, proposals, reports and position papers.
13. May provide infrastructure-related and/or administrative/technical support to executive management staff such as the City Manager, Assistant City Managers or elected officials as requested by the assigned Department Director.
14. Performs other related duties as required.
15. 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, construction, engineering, planning and public administration.
 - Methods and techniques of conducting research.
 - Principles of business letter writing and basic report preparation.
 - Principles and procedures of financial record keeping and reporting.
 - Principles of municipal finance, budget preparation and control.
 - Principles of supervision, training and performance evaluation.
 - Office equipment including computers 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.
 - City budget and procurement process.
- **Skill in:**
 - Public speaking.

- Customer service.
- Project management.
- Personnel management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Develop, monitor and control budgets.
 - Compile, organize and present information in a clear and logical manner.
 - Interpret and explain City policies and procedures.
 - Prepare clear and concise oral and written reports.
 - Operate a computer and other office equipment.
 - Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
 - Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups, and the general public.
 - Maintain confidentiality of certain City information.
 - Manage multiple projects.
 - Lead a diverse group of people that will include City staff as well as outside contractors.
 - Facilitate communication and consensus building among diverse and sometimes competing interests.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in project / program management, engineering, landscape architecture, planning, public administration, business administration, or a related field and five years of increasingly responsible administrative experience preferably within a local government environment.

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.

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.