

City of Fort Worth, Texas Job Description

Classification Title	Agenda Specialist		
Job Code:	TC5840	Job Family:	Technical/Para-Professional
Pay Grade	509	Date Created:	04/24/2024
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs technical and administrative functions in support of the City Secretary's Office. Primary responsibilities for this position include gathering, compiling, and processing multiple agenda items and providing intermediate administrative support in the development of the Fort Worth City Council's meeting agenda process, and acting as a liaison between departments and the City Secretary's Office.

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. Coordinates and provides administrative support to the City Secretary's Office and the Council Agenda Preparation System Process; maintains contact with Council Members, Assistant City Managers, and City Executives.
2. Performs administrative functions as a key member of the agenda management function, including: assisting with the preparation of City Council agenda packets; creating the agenda forecast; preparing minutes; publishing and posting public meeting agendas; and coordinates all aspects of meeting set up and tear down.
3. Maintains calendars by making appointments, scheduling conferences, confirming meetings, and preparing materials for meetings; monitors deadlines and coordinates revisions, additions, withdrawals, deferrals for City Council meetings.
4. Performs a variety of administrative duties; drafts, reviews, edits, and finalizes agenda items for review by the Fort Worth City Council, attends council meetings, and develops meeting minutes.
5. Serves as a liaison for assigned department and coordinates all efforts related to successful submission of agenda items.
6. Collects, researches, and analyzes data; trouble shoots and resolves issues and provides direction and assistance to assigned departments; creates and edits resolutions and finalizes agenda items.
7. Handles special projects independently including use of judgment and decision making such as researching and selecting appropriate data to assist with preparing reports.

8. Provides a high level of customer service, including answering calls, and assisting customers.
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:**

- Knowledge of public administration and governmental environment.
- Knowledge of relevant legal and regulatory frameworks governing municipal meetings and agendas.
- Knowledge and understanding of business writing, grammar, and composition and the ability to proofread and edit documents for accuracy and relevant information.
- Computer equipment to include word processing, spreadsheets, databases, document management systems, and agenda management software.
- Understanding of the principles and procedures involved in establishing and maintaining various filing, record-keeping, and tracking systems.
- Pertinent federal, state and local laws, codes and regulations.

- **Skill in:**

- Strong attention to detail and the ability to produce work that is both accurate and complete.
- Strong written communication skills and knowledge of principles of basic business letter writing and report preparation.
- Reviewing, editing and finalizing agenda documents for the City.
- Maintaining important agenda-related documents.
- Interacting with public officials, City employees and the general public.
- Interpreting, applying, explaining, and ensuring compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Responding to public inquiries in a timely manner.
- Providing excellent customer service to internal and external customers.
- Establishing and maintaining effective working relationships with all levels of management, City employees and officials, vendors, other government agencies, and the general public.

- **Ability to:**

- Ability to plan, organize, and coordinate resources.
- Ability to prepare, read, understand, and review documents for accuracy and relevant information.
- Ability to communicate effectively both orally and in writing.
- Ability to conduct research, analyze data, and compile reports.
- Ability to train and evaluate submissions and documents.
- Ability to maintain accurate records and files.
- Ability to establish and maintain strong working relationships.

- Ability to work effectively both independently and the ability to work as a member of a cohesive work team and assist in cultivating a team environment within the division.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Government, Public Administration, Business Administration, Social Sciences or related field and three (3) years of responsible administrative, technical support, and/or agenda management, preferably in a municipal government setting.

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, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

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.