

City of Fort Worth, Texas

Job Description

Classification Title	Assistant to the City Manager		
Job Code:	PR4430	Job Family:	Management
Pay Grade	616	Date Created:	05/30/2022
FLSA Status	Exempt	Date Reviewed:	05/30/2022

GENERAL SUMMARY

Provides highly responsible and complex administrative support to the City Manager, Mayor and City Council. Serves as part of City Manager's executive team in an integral role addressing citywide initiatives. This position provides program leadership, direction and management for a variety of innovative, challenging and strategic City initiatives for the City and its residents, in addition to supporting Mayor and Council initiatives, programs, and communications. The position reports directly to the City Manager and carries out large, high-profile programs often spanning multiple City departments and teams in support of the City's mission, vision and goals.

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. Acts as official representative of the City Manager, Mayor and Council on special programs, projects, innovative and strategic initiatives; represents the City before a variety of boards, committees, special interest groups, community/neighborhood associations, media, business organizations, other units of government, and partners within and outside the City.
2. Leads City Manager, Mayor, or Council selected innovative initiatives and works collaboratively with department heads and their staff to accomplish such projects.
3. Actively generates new ideas designed to accomplish Mayor, Council, and City manager priorities and focuses relentlessly on achieving success on those projects. Requires the ability to identify and engage individual experts – either within or outside the City – as informational resources that can assist in framing and advancing the work on key innovation initiatives.
4. Coordinates resolution of Mayor, City Manager, and City Council inquiries and work requests. Coordinates meetings and discussions to address these inquiries, as needed. Ensures the resolution to these inquiries are implemented.
5. Researches best practices, prepares and delivers presentations, drafts briefing papers, coordinates logistics, constructs performance measures, ensures appropriate and effective communications, etc.

6. Explains and justifies City programs, policies, activities, negotiates and resolves sensitive, significant, and controversial issues.
7. Manages a team of project employees who are responsible for identifying projects and working with subject matter experts to accomplish the objectives and complete the initiatives.
8. Coordinates with City Manager to prepare for City Council meetings, local policy and legislative counsel, and drafts City Manager's messages and other writing projects.
9. Assist Mayor and City Council staff with constituent relations, programs, special projects, initiatives, and communications as needed.
10. May provide budgetary oversight of program budget and expenditures.
11. Performs other related duties as required.
12. Adheres to 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.
13. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

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 city government 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 lead supervision and training.
 - Office equipment including computers and supporting word processing and spreadsheet applications.
 - City of Fort Worth political process.
 - Diverse communities of the City.
 - Pertinent federal, state, and local laws, codes and regulations.
- **Skill in:**
 - Organization and time management.
 - Strategic and critical thinking.
 - Problem solving and decision making.
 - Media relations and communication strategy.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing to a variety of audiences.
 - Create productive and responsive relationships with the extensive contacts in the City of Fort Worth business, non-profit and community sectors.
 - Organize, set and achieve objectives while dealing with high-stress situations and short timelines.

- Effectively manage staff and direct reports.
- Provide indirect leadership to lead peers and colleagues including city executives and elected officials.
- Prepare clear and concisely oral and written reports.
- Manage several tasks and objectives at the same time under pressure.
- Lead, plan and review work of administrative support staff.
- Develop, monitor and control budgets.
- Analyze a variety of budgetary, organizational and procedural problems and recommend solutions.
- Compile, organize and present information in a clear and logical manner.
- Interpret and explain City policies and procedures.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- 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.

MINIMUM JOB REQUIREMENTS

Master's degree from an accredited college or university with major course work in public administration, business administration, or a related field and eight years of increasingly responsible experience of managing highly political relationships and complex administrative processes for the Office of the City Manager and/or the Office of Mayor and City Council; preferably within a local government environment.

OTHER REQUIREMENTS

Bi-lingual or multiple languages is desired but not required

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.