

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Deputy Economic Development Director		
<b>Job Code:</b>	DD1311	<b>Job Family:</b>	Assistant Department Directors
<b>Pay Grade:</b>	308	<b>Date Reviewed:</b>	04/25/2024
<b>FLSA Status:</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Assists in planning, directing, managing and overseeing the activities and operations of the Economic Development Department including business recruitment, retention, and expansion; budget and financial operations; development, implementation and oversight an economic development strategy, coordination and collaboration with community economic development partners; and development of policies and guidelines. Provides highly responsible and complex administrative support to the Economic Development Director.

### 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; conducts performance evaluations; ensures staff is trained; ensures employees follow policies and procedures; maintains a healthy and safe working environment; and, makes hiring, termination, and disciplinary decisions or recommendations.
2. Assists and manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area; and oversees the development and implementation of policies and plans related to departmental services and operations.
3. Discover methods to enhance service delivery processes and procedures, determines resources needed, and implements changes.
4. Determines the proper staffing and service levels, tracks and assesses the efficacy and efficiency of processes and methods used to deliver services; and distributes resources appropriately.
5. Plans, directs, and assists, through subordinate level management staff, the Economic Development Department work plan; allocates projects and programmatic area of accountability; examines and assesses work practices and protocols; and convenes with key personnel to identify and address issues.

6. Acts in the absence of the Economic Development Director and as a professional resource/advisor to employees and management; including any special committees with regards to economic development programs.
7. Assists with the development of the department budget; forecasts funds needed for staffing, equipment, materials and supplies; and implements budgetary adjustments, as needed.
8. Develops requests, evaluates and negotiates proposals for contracting various services.
9. Provides guidance, mentorship, and supervision do departmental staff, fostering a collaborative and productive work environment that promotes growth and development.
10. Performs other related duties as required.
11. 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.
12. 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:**
  - Principles and practices of program development and administration.
  - Methods and techniques of statistical data collection and analysis.
  - Principles and practices of municipal budget preparation and administration.
  - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
  - Organization and time management.
  - Strategic and critical thinking.
  - Problem solving and decision making
  - Budget management and resources allocation.
  -
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Assists in developing and administering departmental goals, objectives and procedures.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
  - Collaborate effectively with diverse stakeholders.
  - Research, analyze and evaluate new service delivery methods and techniques.
  - 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, Planning, or a related field and seven (7) years of increasingly responsible experience in economic development, community development, and/or diversification, human resources management, government relations, or a closely related field, including three (3) years of administrative and supervisory responsibility.

## **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.*

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.