

City of Fort Worth, Texas Job Description

Classification Title	Strategic Initiatives Manager		
Job Code:	MG1851	Job Family:	Management
Pay Grade	615	Date Created:	06/04/24
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Responsible for shaping and delivering the strategic initiatives for the City, collaborating closely with the City Management to establish clear objectives, priorities, and execution plans on growth initiatives. This position involves identifying and assessing potential strategic initiatives, projects, and partnerships aligned with business unit goals. Responsible for overseeing and directing identified strategic initiatives and ensuring communication and leadership skills.

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; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Oversee strategic business initiatives and special project assignments, from development through execution, under the guidance of senior leadership, department heads, and divisional leadership.
3. Document research findings and prepare recommendations for implementation of new systems, procedures, or organizational changes; perform risk assessments to develop response strategies.
4. Develop or update project plans including information such as objectives, technologies, schedules, funding and staffing; monitor project milestones and deliverables; request and review project updates to ensure deadlines are met.
5. Review, design and execute improvements to organizational structure; find knowledge and skills gaps; improve current processes and optimize organizational procedures for efficiency and productivity guiding division heads with expert advice to enhance overall team efficiency.
6. Present to Chief Transformation Officer (“CTO”) and other senior city leaders with detailed departmental and organization-wide operations analysis. Direct, plan or

implement policies, objectives or activities of the FWLab to ensure continuing operations or to increase productivity.

7. Analyze operations to evaluate performance of the FWLab or its staff in meeting objectives or to determine areas of program improvement or policy change primarily using Lean Six Sigma principles and analyze organization-wide operations based on human-centered design or other similar concepts.
8. Facilitate organizational development and change.
9. Serve as liaison with city staff, executives, senior leaders, and CTO regarding department climate, employee well-being project updates, proposals and planning; evaluate risk factors when making critical business decisions; identify areas of improvement across the department and organization and making actionable recommendations; focus on human-centered design projects.
10. Advise management concerning personnel, managerial and marketing policies and practices and their potential effects on organizational effectiveness and efficiency.
11. Assist and communicate with city executives in decision-making, program management, and initiative implementation; serve as a subject-matter expert, handling inquiries, developing action plans, and assisting with preparation and dissemination of communications.
12. Confer with organization social medias, or city staff members to discuss issues, coordinate activities or resolve problems; attend and participate in municipal, or council committee meetings.
13. Detailed communication with key stakeholders – department heads, subject matter experts, staff, etc. - to determine project requirements and objectives.
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:**

- Knowledge of project management principles, including the ability to review and recommend project improvements based on scope and budget.
- Knowledge of public management and local government service delivery, including new concepts and innovations, to recommend improvements.
- Performance measurement systems and components such as strategic planning, performance measures, and balanced scorecards.
- Business process and change management.
- Qualitative and quantitative analysis.
- Current industry practices and principles of program development and administration.
- Methods and techniques of training and organizational development and employee customer satisfaction.
- Principles of supervision, training and performance evaluation.

- Pertinent federal, state and local laws, codes and regulations.
- Strategic planning and implementation.
- Project management.
- Statistical methods.
- **Skill in:**
 - Complex problem solving; identifying problems and reviewing related information to develop and evaluate options and implement solutions.
 - Project management.
 - Analyzing, researching, and compiling data and thoughts to solve problems.
 - Advanced level, working with Microsoft Office 365, and other software systems to complete work.
 - Identify exceptional service to internal and external customers.
 - Interpersonal relationships, including using tact, patience, and courtesy.
 - Creating new concepts and promoting innovation through continuing education and professional networking.
 - Computers and applicable software.
 - Time management and organization.
 - Problem solving and conflict resolution.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing about both technical and non-technical matters.
 - Effective public speaking and listen intently to other points of view.
 - Work independently to manage multiple work tasks while balancing competing priorities with attention to detail and in a fast-paced environment.
 - Handle records and complex situations of a confidential nature.
 - Handle difficult and stressful situations with professional composure and confidentiality.
 - Assist others to identify opportunities and solutions within a process.
 - Assist with the development and alignment of measures to the citywide strategic plan.
 - Interact and influence at all levels.
 - Analyze and assess programs, policies and operational needs and make appropriate adjustments.
 - Plan, organize, direct and coordinate the work of subordinate employees.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Recognize organizational and operational initiatives and alignment with City objectives.
 - Evaluate goals and objectives to develop and deploy best practices.
 - Prepare clear and concise administrative and financial reports.
 - Interpret and apply applicable federal, state and local policies, laws and regulations.

QUALIFICATIONS

Bachelor's degree in public administration, business administration, or a related field and five years of recent progressively responsible experience in an administrative, managerial, or staff capacity in a municipal organization, involving the responsibility for planning, organization, implementation and supervision of varied work programs.

OTHER REQUIREMENTS

Lean Six Sigma Certification within six months of hire.

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.