

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Assistant Municipal Court Services Director		
<b>Job Code:</b>	AD1091	<b>Job Family:</b>	Assistant Department Directors
<b>Pay Grade</b>	305	<b>Date Reviewed:</b>	08/19/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Assists in planning, directing and managing the activities and operations of the Municipal Court Department. Coordinates assigned activities with other departments and outside agencies. Oversees administrative activities and special projects and ensure effective planning and prioritization of departmental services. Provides complex administrative support to the Municipal Court Services 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. Directs the activities of assigned service areas, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. 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.
3. Assists in managing the development and implementation of the department's goals, business plan, objectives, policies and priorities for each assigned service area.
4. Assists in establishing appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned Municipal Court programs, service delivery methods and procedures; and works with subordinate employees on the continuous improvement of city services.
6. Directs and provides financial oversight of operating special revenue/capital budgets, procurement/contract management and accounting functions.
7. Provides staff assistance to the Municipal Court Services Director; participates on a variety of boards, commissions and committees; and prepares and presents staff reports and other necessary correspondence.

8. Oversees the court system's facility management including repairs, maintenance, renovation, space allocation, etc.
9. Oversees and manages court case management system and auxiliary software/hardware needs including contract management, project management, strategic planning, etc.
10. Oversees and manages the Court Administrative Hearings Bureau, which includes one or more Hearing Officers responsible for civil hearings/appeals including parking, junk vehicle, solid waste appeals, etc.
11. Performs other related duties as required.
12. 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.
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:**
  - Methods and techniques of providing efficient court and administrative support services.
  - Operational characteristics, services and activities of a municipal court and municipal government operations.
  - Principles of municipal budget preparation and control.
  - Principles and practices of human resources.
  - Modern and complex principles and practices of accounting.
  - Methods and techniques of program evaluation and performance measurement.
  - Methods and techniques of business process reviews.
  - Principles of supervision, training and performance evaluation.
  - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
  - Time and employee management.
  - Determining operational needs.
  - Strategic and critical thinking.
  - Interpersonal relations.
  - Conflict resolution.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Supervise, train and evaluate employees.
  - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
  - Prepare clear and concise administrative and financial reports.
  - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree in management, public administration, business administration or a related field and six years of experience in budget development/monitoring, human resources, operational analysis, project management, financial management, customer service, strategic planning, and program evaluation including; two 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.