

City of Fort Worth, Texas Job Description

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| Classification Title | Assistant Planning and Data Analytics Director | | |
| Job Code: | AD1271 | Job Family: | Assistant Department Directors |
| Pay Grade | 305 | Date Reviewed: | 02/27/2021 |
| FLSA Status | Exempt | Date Revised: | |

GENERAL SUMMARY

Assists in planning, directing, managing and coordinating the activities, operations and staff of the Planning and Data Analytics Department. Provides administrative support to the Director; and advises on planning, budgeting, and data analytics decisions.

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 the division/department, 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 directing and managing the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area, and explains, justifies and defends department programs, policies and activities.
4. Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; and directs and implements changes.
5. Participates in the development and administration of the department budget; forecasts funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments, as needed.
6. Administers assigned contracts; negotiates and prepares complex requests for proposals or contracts with external professional service providers and vendors; monitors work progress; and ensures adherence to project schedules and budgets.

7. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned planning and data analytics programs, service delivery methods and procedures; and works with subordinate employees on the continuous improvement of city services.
8. Provides executive level staff assistance to the Planning and Data Analytics Director; participates on a variety of boards, commissions and committees; and provides staff support to assigned boards and commissions.
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.
11. 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.

When assigned to Comprehensive Planning Division:

1. Partner with departments to identify, develop and implement innovative ideas and performance strategies; coordinate programs and services of assigned department; monitor programs to ensure an alliance with the organization vision, conformance with city policies and regulations, and the attainment of desired results.
2. Manage multiple programs and special projects simultaneously, including developing the City's Comprehensive Plan, Capital Improvement Program, various long range planning exercises, and other special projects as assigned.
3. Represents the Planning and Data Analytics Department to other departments, elected officials, developers, outside agencies and the general public; coordinates assigned activities with other departments, outside agencies and organizations; participates on a variety of boards, commissions and committees; and provides staff support and technical guidance to boards, commissions and the Director.

When assigned to Budget Planning Division:

1. Participates in, or directs the formulation, presentation, adoption, publication, development and administration of the City's operating and capital budgets; assists in forecasting funds needed for staffing, equipment, materials and supplies; approves expenditures; participates in developing strategies for advancing goals and mission through allocation of resources; and implements budgetary adjustments as appropriate and necessary.
2. Coordinates and directs long range revenue and expenditure forecasting including economic analysis for the five-year financial forecast; research agenda and tracking; coordinates strategic planning to integrate long-range planning with goals and objectives of the City Council and management.

3. Oversees and directs the budgetary and financial accounting for the City's Capital Improvement Program, including approving monthly reconciliations of the unspent bond proceeds and the reconciliations of the expended bond proceeds. Advises city management on the impact of all issues associated with the budget and CIP including complex financial management issues; provides actionable financial scenarios to be used in decision making.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Operations, services and activities of a comprehensive, municipal Finance program.
- Principles, practices, and methods of municipal finance and accounting.
- Principles of organizational analysis and design.
- Principles and practices of program development and administration.
- Methods and techniques of statistical data collection, budget forecasting, monitoring and analysis.
- Principles and procedures of management systems and reporting.
- Principles of supervision, training and performance evaluation.
- Operations, services and activities of City planning and development programs.
- Principles and practices of administration and management.
- Executing large-scale planning projects from the envisioning stage through implementation, involving internal and external personnel and inclusive community engagement.
- Methods and techniques in conducting research.
- Principles of data management, controls and report preparation.
- Principles and procedures of municipal financial record keeping and reporting.
- Pertinent Federal, State and local laws, codes and regulations.
- City personnel policies and procedures.
- Principles and procedures for developing goals, objectives and management plans.

- **Skill in:**

- Strategic and critical thinking.
- Interpersonal relations.
- Organization and time management.
- Planning.
- Time and project management.
- Decision making and problem solving.
- Analyzing data and trends.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Develop and administer departmental goals, objectives and procedures.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of subordinates.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

- Research, analyze and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Use computers and applicable software.
- Establish and maintain effective working relationships.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Delegate authority and responsibility.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply applicable federal, state and local policies, laws and regulations.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration, Economics, Accounting, Planning, Urban Planning or Design, Public Administration, Urban Geography, Civil Engineering or a closely related field and six years responsible experience in Finance, Planning, Engineering or a closely related field, including four years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas driver's license.

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.