

City of Fort Worth, Texas Job Description

Classification Title	Development Support Administrator		
Job Code:	MG1631	Job Family:	Management
Pay Grade	614	Date Reviewed:	11/19/2021
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists developers by facilitating large and complex private development projects through the City of Fort Worth's development review processes. Manages and coordinates projects, programs, and assigned activities with other departments and development community stakeholders.

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. Oversees management of Project Facilitation division's Pre-Development Services.
3. Coordinates and manages the efforts of the Project Facilitators assigned to this office.
4. Facilitates the highest profile, signature developer projects for the team. Meets with developers and their consultants to review planning, discuss solutions to problems, negotiate special considerations for permits and inspections, and discuss status of various projects. Provides guidance that will assist developers through the City's development review process.
5. Leads negotiation and the resolution of sensitive and/or controversial development issues for the Project Facilitation team with other divisions, departments and development partners.
6. Serves as the liaison for the Project Facilitation team to the City Manager's Office and the City Councilmembers; as well as to development community stakeholders.
7. Promotes development process improvements to reduce delays and waste, attract development, and maintain reputation for the City of Fort Worth as a good business partner for developers and property owners.
8. Prepare statistical reports on operations and financial activities.
9. Participates in the preparation and administration of program budget; submits budget recommendations; monitors expenditures.

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:**
 - Civil and building plan review process.
 - Plat/subdivision process requirements.
 - Zoning regulations.
 - Permitting procedures.
 - City's financial systems.
 - Budgetary process.
 - Infrastructure requirements.
 - Contract compliance.
 - Accela Automation permitting system.
 - Lean Six Sigma
- **Skill in:**
 - Negotiation.
 - Project management.
 - Report preparation.
 - Organization and time management.
 - Computers and applicable software.
 - Interpersonal relations.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Interpret, explain and apply departmental policies and procedures.
 - Compile, organize and present information in a clear and logical manner.
 - Respond tactfully, clearly, concisely and appropriately to inquiries from the public or other agencies on sensitive issues in area of responsibility.
 - Establish and maintain effective working relationships.
 - Lead high-level group discussions and teams.
 - Build consensus among various groups.
 - Negotiate solutions.
 - Analyze development processes, requirements, and policies to identify improvement.
 - Lead procedural and process change.
 - Expedite developer projects when necessary.
 - Forge, cultivate, and maintain relationships with other departments and jurisdictional partners.
 - Present and deliver project information to executive-level staff.

MINIMUM JOB REQUIREMENTS

Master's degree from an accredited college or university with major course work in Public Administration, Land Development, Real Estate, Planning, Architecture, Civil Engineering or a related field and six years of increasingly responsible experience in public or business administration, project management, program management, development plan review/consultation, policy administration or other development code experience, including two years of 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.