

City of Fort Worth, Texas Job Description

Classification Title	Municipal Court Services Director		
Job Code:	DH1101	Job Family:	Department Head
Pay Grade	309	Date Created:	09/02/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Plans, directs and manages the activities and operations of the Municipal Court Department. Coordinates assigned activities with other departments and outside agencies. Oversees administrative and programmatic activities and special projects and ensure effective planning and prioritization of departmental services. Provides highly responsible and complex administrative support to an Assistant City Manager.

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 services of the Municipal Court 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. Develops and implements the Municipal Court strategic goals, business plan, objectives, policies and priorities for each service and/or operational area, and explains.
4. Plans, directs and coordinates, through subordinate level management staff, the Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; and meets with key staff to identify and resolve problems.
5. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
6. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of municipal court services programs, service delivery methods and procedures; and works with subordinate employees on the continuous improvement of city services.
7. Leads the development and administration of the Municipal Court Department's budget; approves the forecast of funds needed for staffing, equipment, materials and

supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary.

8. Provides executive level staff assistance to an Assistant City Manager; participates on a variety of boards, commissions and committees; and prepares and presents staff reports and other necessary correspondence.
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.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Operations, services and activities of a comprehensive, municipal court services program.
 - Laws as applied to the processes of the Municipal Court.
 - 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.
 - Principles and procedures of management systems and reporting.
 - Principles of supervision, training and performance evaluation.
 - City of Fort Worth Human Resources rules, regulations, policies and procedures.
 - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
 - Time and employee management.
 - Determining operational needs.
 - Strategic and critical thinking.
 - Interpersonal relations.
- **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 from an accredited college or university with major course work in public or business administration or a closely related field and seven years of municipal court or government experience, including five years of administrative or supervisory experience.

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.