

City of Fort Worth, Texas Job Description

Classification Title	Senior Executive Assistant to City Management		
Job Code:	PR5170	Job Family:	Professional
Pay Grade	610	Date Reviewed:	09/28/2019
FLSA Status	Exempt	Date Revised:	07/14/2020

GENERAL SUMMARY

Under administrative direction, provides executive and confidential support to the Mayor, Council, Chief of Staff and City Manager; coordinates calendars, meetings, and special events; administers correspondence, records, and related communications; and performs related work as required. The functions performed require a high level of sensitivity and tact as well as a thorough understanding of City programs, and the functions of various departments, commissions, and committees.

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. Provides guidance to internal/external contacts on the foundational municipal framework for the City that includes the Charter, Ordinances, Policy provisions, and best practices.
3. Supports the Mayor, Council, Chief of Staff and City Manager with information and documentation in preparation for meetings.
4. Researches, prioritizes, and provides follow-up on incoming issues and concerns addressed to the Mayor, Council, Chief of Staff and City Manager.
5. Participates in special projects including research of new programs and services, budget analysis and preparation; prepares and presents reports detailing findings and recommendations.
6. Participates in the preparation and administration of the department budget; forecasts funding needs for specific programs or projects; and monitors and approves expenditures.
7. Provides a bridge for smooth communication between the City Manager's Office, City Council, and internal departments; demonstrates leadership to maintain credibility, trust and support with City Council and senior management staff.

8. Works closely and effectively with the Mayor, Council, Chief of Staff and City Management keeping them well informed of upcoming commitments and responsibilities, following up appropriately.
9. Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion; meets work and project deadlines.
10. Handles crisis situations with appropriate temperament, decorum and tact, and employs appropriate resources and discernment in bringing them to successful resolution.
11. Tracks, organizes and ensures appropriate and timely correspondence to and from the Mayor, Chief of Staff and City Manager that is often confidential in nature.
12. Manages calendar of appointments including planning, coordinating and ensuring the Chief of Staff and City Manager's schedule is followed and respected while balancing Staff access to the Chief of Staff and City Manager's time and office.
13. Arranges complex and detailed travel plans, itineraries, and agendas. Completes expense reports.
14. Supports administrative team in the organization and coordination of small and large events and meetings including standard, unique, and special events.
15. Assists in moving the mission, vision and strategic plan of the City of Fort Worth forward.
16. Performs other related duties as required.
17. 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.
18. 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:**
 - Principles and practices of business administration or public administration.
 - Principles of municipal budget preparation.
 - Principles and procedures of wholesale billing, reporting, contracts, and etc.
 - Principles and procedures of recordkeeping and reporting.
 - Principles of business letter writing and basic report preparation.
 - Operational characteristics, services and activities of assigned program area including administrative, financial, IT, human resources, or operational functions.
 - City Personnel Rules and Regulations.
 - City policies and procedures.
 - Pertinent Federal, State and local laws, codes and regulations.
 - City Charter, Ordinances, Policy provisions, and best practices.
- **Skill in:**
 - Communication, both orally and in writing.

- Customer service.
 - Problem solving and conflict resolution.
 - Computers and applicable software.
 - Research and analysis.
 - Basic mathematics.
 - Analytical thinking.
 - Organization and time management.
- **Ability to:**
 - Anticipate the needs of others.
 - Understand and value good local government that is fair, transparent and professional.
 - Demonstrate aptitude and fluency in learning and understanding the foundational municipal framework for the City.
 - Communicate clearly and effectively, both orally and in writing.
 - Recommend and implement goals and objectives for providing effective customer services.
 - Interpret and explain City Charter, Ordinances, and Policy provisions.
 - Respond to requests and inquiries from the general public.
 - Prepare clear and concise reports.
 - Maintain confidentiality.
 - Plan and devise meetings and work plans.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Public Administration, Business Administration, Political Science or related field and three (3) years of increasingly responsible high level administrative or management experience in the public sector.

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.