

City of Fort Worth, Texas

Job Description

Classification Title	Agenda Coordinator		
Job Code:	PR5950	Job Family:	Professional
Pay Grade	610	Date Created:	04/24/24
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Works under minimal supervision of the City Secretary, with extensive latitude for the use of initiative and independent judgment regarding the agenda management program. Responsible for overseeing the preparation, coordination and distribution of agendas for the City's open meetings, ensuring compliance with legal requirements, procedural rules, and organizational standards. Performs highly advanced professional assistance work related to the agenda process for open meetings and/or hearings, involving coordinating high-level administrative operations of the City's open meetings and executive sessions.

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. Participates in the preparation and administration of the department budget; forecasts funds need for specific programs or projects; and monitors and approves expenditures.
3. Manages the City's Agenda Management process and system which involves overseeing the preparation and publication of the meeting agendas for City Council, Corporation Board, Council Committees, Council Executive Session and Special Called open meetings and publishes them as required by law.
4. Maintains and preserves the files and documents related to agendas for open meetings and/or hearings.
5. Serves as Administrator of the City's Enterprise Agenda Management System.
6. Coordinates with all City Departments on the analysis and finalization of approval, reviews and tracking of all agenda items.
7. Responsible for ensuring all agenda items continued are appropriately tracked and resubmitted for Council approval.
8. Develops, reviews, implements, interprets, and communicates administrative policies, procedures, standards, and methods regarding the agenda management process.

9. Provides training, technical assistance and guidance to City Staff regarding posting requirements and processes for open meetings.
10. Attends Council Work Sessions and Special Called meetings of City Council to provide audio/visual assistance.
11. Oversees the preparation and preservation of Council meeting packet materials.
12. Serves as subject matter expert to City executives and departments on agenda management requirements.
13. Participates in all agenda review meetings with City leadership.
14. Ensures all supporting documents are appropriately uploaded and available.
15. Represents the department/division at various meetings with other city departments.
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.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Texas Public Information Act and the Texas Open Meetings Act Requirements.
- Municipal budget preparation and maintenance.
- Municipal laws, regulations, and procedural rules governing council meetings and agenda preparation.
- Demonstrated familiarity with the operations, procedures, and policies of various city departments, including a nuanced understanding of their functions and specific protocols.
- Understanding of the principles and procedures involved in establishing and maintaining various filing, record-keeping, and tracking systems.
- Computer equipment to include word processing, spreadsheets, databases, document management systems, and agenda management software.
- Pertinent federal, state and local laws, codes and regulations.

- **Skill in:**

- Reviewing, editing and finalizing agenda documents for the City.
- Advising City Secretary and Assistant City Secretary on agenda-related administrative issues.
- Maintaining important agenda-related documents.
- Interacting with public officials, City employees and the general public.
- Interpreting, applying, explaining, and ensuring compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Identifying problems and making recommendations for improvements.
- Responding to public inquiries in a timely manner.
- Providing excellent customer service to internal and external customers.

- Establishing and maintaining effective working relationships with all levels of management, City employees and officials, vendors, other government agencies, and the general public.
- **Ability to:**
 - Plan, organize and coordinate resources.
 - Supervise, evaluate, discipline and motivate personnel.
 - Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
 - Accurately receive, analyze, prioritize, and effectively communicate information.
 - Set agenda priorities and ensure that agenda items are submitted in a timely manner.
 - Communicate effectively, both orally and in writing, using appropriate English grammar and syntax.
 - Independently prepare correspondence, memorandums, and other materials.
 - Perform responsible and complex administrative work involving the use of independent judgement.
 - Maintain confidential data and information as needed.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Government, Public Administration, Business Administration, Social Sciences or related field and four years of increasingly responsible administrative, agenda management, or municipal governance experience, including one year in a supervisory or lead capacity.

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, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

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.