

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Community Partnerships Strategy Manager		
<b>Job Code:</b>	PR5980	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	613	<b>Date Reviewed:</b>	8/28/2025
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Coordinates and manages activities to engage community stakeholders and develop strategies to address the needs and concerns of individuals and agencies participating in department programs. Researches and evaluates program objectives, and results for feedback and identify strategy recommendations that inform the effectiveness of initiatives. Serves as a liaison between department and community stakeholders. Works with department management team to implement, evaluate, and monitor recommendations towards continuous improvement.

### 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 Crime Control and Prevention District (CCPD) Partners with a Shared Mission, 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. Consults organizations going through strategic changes to help them achieve stated goals. Develops resources or identifies services that can assist them through strategic development efforts.
3. Manages working groups and/or projects that address program delivery including policies, procedures, participant engagement, etc.
4. Develops common program metrics designed to track the impact of department programming priorities. Interprets data and develops reports for CCPD Board of Directors and staff that inform the allocation of resources.
5. Prepares reports on department programming for presentations to department managers, city staff, or Mayor and Council, boards and committees. May attend public forums and meetings.
6. Provides information to community stakeholders about departmental programs, specifically policies and practices that inform their engagement with programs.
7. Works with stakeholders and advisory groups within the community to solicit feedback and recommendations on programs and priorities that inform program development.
8. Recommends model programming for implementation by department staff or contracting organizations including program evaluation measures.
9. Coordinates the design and purchase of messaging materials and services for assigned department programs.
10. Explores crime prevention topics such as violent crime, foster care, afterschool programs,

victim assistance, previously adjudicated persons/recidivism, gang intervention/prevention, and police-community relations.

11. Performs other related duties as required.

12. 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:**

- Public relations.
- Operational characteristics, services and activities of a large city providing a variety of services to the community.
- Modern principles and practices of public administration.
- Methods and techniques of conducting research.
- Principles of business letter writing and basic report preparation.
- Principles of municipal finance, budget preparation and control.
- Principles of lead supervision and training.
- Pertinent federal, state, and local laws, codes and regulations.
- Public communication and presentation strategies.
- Principles and practices of community organizations and public and media relations.
- Recent developments, current literature and information related to program management.
- Marketing theories, principles and practices and their application to program promotion.
- Principles of internal and external communication.
- Modern office equipment including computers.
- Pertinent Federal, State and local laws, codes and safety regulations.

- **Skill in:**

- Research and development.
- Organization and time management.
- Critical thinking and problem solving.
- Computers and applicable software.
- Leadership and project management.
- Communication both orally and written.
- Public speaking.
- Work independently.
- Project management.
- Strong teamwork.
- Developing recommendations.

- **Ability to:**

- Make decisions based on business skills, to align organizational goals and resources and to continually learn.
- Build a workplace culture that is capable of executing change to meet business objectives.
- Be professional, work with integrity and actively promote ethics and compliance policies across the organization.
- Make projections and develop strategies.
- Motivate and lead teams.
- Collaborate effectively with other staff departments, community organizations, and the public.
- Make regular presentations to community organizations, executives and others involved in public education.

- Communicate clearly and effectively, both orally and in writing.
- Evaluate circumstances to decide the best course of action.
- Develop comprehensive communications plans for projects.
- Work with others to develop a consistent message.
- Use resources efficiently and effectively for best return on investment.
- Conduct ongoing research and investigate new tools.
- Identify and develop new programming ideas.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree in Education, Public Administration, Communications/Marketing, Business Administration, or related field and four (4) years of experience in public or non-profit management, leadership, project/program management or related fields.

## **OTHER REQUIREMENTS**

Valid Texas Class C 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.