

City of Fort Worth, Texas Job Description

Classification Title	Next Gen Ambassador		
Job Code:	PT5440	Job Family:	Part-time
Pay Grade	n/a	Date Reviewed:	03/26/2022
FLSA Status	Nonexempt	Date Revised:	02/09/2023

GENERAL SUMMARY

Provides general support for assigned section/division in the City of Fort Worth; works under close supervision of Department staff members.

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. Explore municipal jobs by working for City of Fort Worth Departments in a paid position for up to 19 hours per week during eight-week program.
2. Gain technical and professional experience by providing support for work assignments and occasionally shadowing positions.
3. Participate and engage in weekly course material and development classes.
4. Performs other related duties as required by assigned department.
5. Adheres to assigned work schedule as outlined by the Department and in City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Office equipment including computer and supporting word processing and spreadsheet applications (i.e. Microsoft Office Suite).
- **Skill in:**
 - Customer Service.
 - Organization and time management.
 - Interpersonal relations.
- **Ability to:**
 - Communicate clearly and effectively, both verbal and in writing.
 - Operate office equipment including computers and supporting word processing and spreadsheet applications (i.e. Microsoft Office Suite).
 - Establish and maintain effective working relationships.
 - Understand and follow oral and written instructions.
 - Ability to participate in all components of the program.
 - Attend orientation and trainings

MINIMUM JOB REQUIREMENTS

Must be age 17 to 22 and enrolled in an educational course working towards completing High School Diploma/GED, involved in post-secondary education/training, a specialization in a vocational field, Associates, or Bachelor's degree and no previous work experience is required.

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.