

City of Fort Worth, Texas Job Description

Classification Title	Planning and Data Analytics Director		
Job Code:	DH1221	Job Family:	Executive
Pay Grade	309	Date Reviewed:	02/14/2020
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Plans, directs, and manages the operations of the Planning and Data Analytics Department. Forecasts demographic and economic trends as well as municipal revenues and expenditures; analyzes the fiscal impact and return on investment of policy options; conducts a variety of citywide and small-area planning studies; and, conducts performance and budget studies to increase the efficiency and effectiveness of municipal operations. Coordinates assigned activities with other departments and outside agencies. 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 activities of the Planning and Data Analytics 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. Manages the development and implementation of departmental goals, objectives, policies and priorities for the Data and Analytics Department.
4. Forecasts demographic and economic trends as well as municipal revenues and expenditures.
5. Analyzes the fiscal impact and return on investment of policy options; conducts a variety of citywide and small-area planning studies; and conducts performance and budget studies to increase the efficiency and effectiveness of municipal operations.
6. Reviews historical data and forecasts and identifies causes of inaccuracies; recommends best practices and methods to improve forecast capabilities for accuracy.
7. Assists City Departments with their respective budgets and capital improvement programs. Uses relevant data effectively in assessing the needs for each department's improvements and in communicating the City's progress toward its short- and long-term goals.

8. Produces a series of four interrelated documents each year: the Comprehensive Plan, a Strategic Plan for the organization, the five-year Capital Improvements Program, and the Budget.
9. 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.
10. Performs other related duties as required.
11. 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.
12. 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:**
 - Methods and techniques of statistical data collection and analysis and translating the findings into strategic action.
 - Principles, strategies and techniques of short- and long-term municipal comprehensive planning and understanding how it impacts the financial condition of the City.
 - Principles and practices of program development and administration.
 - Principles and practices of municipal budget preparation, financial reporting and administration.
 - Principles of supervision, training and performance evaluation.
 - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
 - Developing positive employee morale and maximizing individual performance and customer service.
 - Collaborating and building strong community and business partnerships, non-profits, neighborhood groups, City departments, and other governmental agencies.
 - Negotiating a broad range of project related and administrative functions.
 - Managing organizational change.
 - Organization and time management.
 - Strategic and critical thinking.
 - Problem solving.
 - Data-driven comprehensive smart city planning.
- **Ability to:**
 - Develop and implement capital improvement programs that align with the long-range goals of the City.
 - Build consensus among multiple and very diverse constituencies both internally and externally.
 - Communicate clearly and effectively, both orally and in writing.

- Manage and direct a comprehensive planning and analytics program.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize and coordinate the work of subordinate staff.
- Delegate authority and responsibility.
- Interpret and apply laws, rules and regulations governing the implementation and administration of human resources programs.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major coursework in urban planning, data analytics or similar field, such as business management or public administration and eight (8) years of responsible experience in comprehensive city planning, city management or a closely related field, including four years of administrative and supervisory experience.

OTHER REQUIREMENTS

Valid Texas 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.