

City of Fort Worth, Texas Job Description

Classification Title	Chief of Staff		
Job Code:	MG1141	Job Family:	Management
Pay Grade	616	Date Created:	02/07/15
FLSA Status	Exempt	Date Reviewed:	06/26/15

GENERAL SUMMARY

Manages major issues and/or performs crisis management for the Mayor and City Council Office; provides administrative support and staff assistance for the City Manager and Assistant City Managers; and assists in the planning and coordination of the activities and operations of the City Manager's Office.

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 department/division, 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. Collaborates with all stakeholders to ensure effective implementation of major City of Fort Worth initiatives.
4. Manages and leads media relations for the Mayor and City Council.
5. Provides leadership and counsel on matters of communication strategy, social media and messaging.
6. Works with Government Relations and Legislative staff to draft policy letters, testimony and other correspondence related to State and Federal legislative affairs and policy.
7. Coordinates with City Manager to prepare Mayor for weekly City Council meetings, local policy and legislative counsel, and drafts weekly Mayor's messages and other writing projects.
8. Provides oversight of Mayor and City Council Office budget and expenditures.
9. Attends meetings and conferences for elected officials as requested.

10. Maintains strategic community partnerships; and represents the Mayor and City Council Office at meetings and/or on standing boards, and commissions.
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.
13. 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:**

- Operational characteristics, services and activities of a large city providing a variety of services to the community.
- Modern principles and practices of city government public administration.
- Methods and techniques of conducting research.
- Principles of business letter writing and basic report preparation.
- Principles and procedures of financial record keeping and reporting.
- Principles of municipal finance, budget preparation and control.
- Principles of lead supervision and training.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- City of Fort Worth political process.
- Diverse communities of the City.
- Pertinent federal, state, and local laws, codes and regulations.

- **Skill in:**

- Organization and time management.
- Strategic and critical thinking.
- Problem solving and decision making.
- Media relations and communication strategy.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Create productive and responsive relationships with the extensive contacts in the City of Fort Worth business, non-profit and community sectors.
- Organize, set and achieve objectives while dealing with high-stress situations and short timelines.
- Effectively manage staff and direct reports.
- Provide indirect leadership to lead peers and colleagues including city executives and elected officials.
- Prepare clear and concisely oral and written reports.
- Manage several tasks and objectives at the same time under pressure.
- Lead, plan and review work of administrative support staff.
- Develop, monitor and control budgets.

- Analyze a variety of budgetary, organizational and procedural problems and recommend solutions.
- Compile, organize and present information in a clear and logical manner.
- Interpret and explain City policies and procedures.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
- 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, or a related field and eight years of increasingly responsible experience of managing highly political relationships and complex administrative processes for the Office of the City Manager and/or the Office of Mayor and City Council; preferably within a local government environment.

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.