

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Chief Planning Officer		
<b>Job Code:</b>	DH1241	<b>Job Family:</b>	Deputy Department Directors
<b>Pay Grade</b>	309	<b>Date Reviewed:</b>	12/12/2024
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	5/12/2025

### GENERAL SUMMARY

Under direction of the Chief Transformation Officer, plans, directs and manages the operations and initiatives of the Planning and Greenspace Initiatives divisions. Coordinates activities with other departments, elected officials, and outside agencies. Coordinates, monitors, and controls overall division projects and operations; prepares and approves work plans for division; manages special projects and functions by conducting long-term and short-term studies, developing and overseeing community surveys, administering community development activities and developing procedures to improve the efficiency and effectiveness of planning services, projects and activities. Responsible for setting strategic priorities, managing substantial budgets, and ensuring the successful execution of high-profile projects that shape the future of Fort Worth. 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. Supervises staff, which includes prioritizing and assigning work; conducts performance valuations; ensures staff is trained; ensures employees follow policies and procedures; maintains a healthy and safe working environment; and makes hiring, termination, and disciplinary decisions or recommendations.
2. Assists the Chief Transformation Officer in planning, provides executive leadership in managing the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Directs, monitors and evaluates operational and financial performance and recommends and implements corrective measures in order to sustain the systems and financial integrity of the Department.
4. Assists with the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary
5. Participates in the development of executive level conceptual planning and ensures overall integration of the plan by applying executive level business management principles and practices.

6. Represents the FW Lab to other departments, elected officials and outside agencies; coordinates assigned activities with other departments, agencies and organizations; and negotiates and resolves sensitive and controversial issues.
7. Provides expertise in urban planning and greenspace policies, ensuring adherence to federal, state, and local regulations. Lead the development and implementation of forward-thinking policies and procedures that enhance the city's planning and development strategies.
8. Directs large-scale, high-impact projects, from concept to completion, including long-term urban planning initiatives, sustainability efforts, and greenspace development. Ensures successful project delivery on time, within budget, and in accordance with quality standards.
9. Acts as an advisor to the Chief Transformation Officer and other senior leadership, providing data-driven insights and recommendations to address challenges, mitigate risks, and capitalize on emerging opportunities.
10. Prepares and presents executive-level reports on divisional performance, financial status, and strategic initiatives.
11. Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
12. Acts in the Chief Transformation Officer's absence by attending meetings, making decisions, and providing department leadership.
13. Performs other related duties as required.
14. 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.
15. 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:**
  - Principles and procedures of management systems and reporting.
  - Principles, strategies and techniques of short- and long-term municipal comprehensive planning and understanding how it impacts the financial, social, and environmental condition of the City.
  - Principles of supervision, training and performance evaluation.
  - Pertinent federal, state and local laws, codes and regulations.
  - City personnel policies and procedures.
  - Fiscal planning and budget preparation.
  - Principles of urban and regional planning and land use
- **Skill in:**
  - Organization and time management.
  - Collaborating, negotiating, and building strong community and business partnerships with nonprofits, developers, neighborhood groups, City departments, and other governmental agencies.
  - Data-driven comprehensive smart city planning.

- Computers and applicable software.
  - Data analysis and problem solving.
  - Managing multiple programs, projects and tasks.
  - Interpersonal relations and customer service.
  - Strategic and critical thinking.
  - Problem solving and decision making
- **Ability to:**
    - Communicate clearly and effectively, both orally and in writing.
    - Build consensus among multiple and very diverse constituencies both internally and externally.
    - Analyze and assess programs, policies and operational needs and make appropriate adjustments.
    - Plan, organize, direct and coordinate the work of subordinate staff.
    - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
    - Prepare clear and concise administrative and financial reports.
    - Participate in the preparation and administration of large and complex budgets.
    - Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major coursework in public administration, urban or regional planning, landscape architecture, environmental studies, or related field and seven (7) years increasingly responsible experience in a city or municipal planning department or related field, including three (3) years of administrative and supervisory experience.

## **OTHER REQUIREMENTS**

Valid Texas driver's license

Possession of a Certification as a member of the American Institute of Certified Planners ("AICP").

## **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.