

City of Fort Worth, Texas Job Description

Classification Title	Deputy Development Services Director		
Job Code:	DD1751	Job Family:	Deputy Department Head
Pay Grade	308	Date Reviewed:	4/16/2025
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists in planning, directing, managing, and overseeing the activities and operations of the Development Services Department; coordinates activities with other departments and outside agencies; oversees administrative and special projects and programs; and provides highly responsible and complex administrative support to the Development Services Director.

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 evaluations; 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 director in planning and providing executive leadership for the strategic and tactical operations of business or infrastructure services provided by the Department.
3. Develops or modifies ordinances, as needed; oversees special projects involving litigation; serves as liaison with legal staff; and appears in court, mediations and hearings, as needed.
4. Directs and leads a team charged with executing business strategies related to a combination of functions including human and financial management, customer service delivery, organizational development, strategic planning, information technology, development support services, certain regulatory functions, employee training, communication, public engagement, and education, and others as assigned.
5. Assists in direction of the activities of the Development Services 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.
6. 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.

7. 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.
8. Participates in the development of executive-level conceptual and strategic planning and ensures overall integration of the plan by applying executive-level business management principles and practices.
9. Represents the Development Services Department and represents the department 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.
10. Responds to and resolves sensitive inquiries and complaints from both internal and external sources;
11. Acts in the Director's absence by attending meetings, making decisions, and providing department leadership.
12. Perform related duties and responsibilities as required.
13. 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.
14. 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:**
 - Operations, services and activities of City planning and comprehensive municipal development programs.
 - Principles and practices of administration and management.
 - Principles, methods, and techniques of municipal budgeting, forecasting, reporting, and monitoring.
 - Principles of supervision, training and performance evaluation.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Modern principles and practices of project / program management, engineering, construction, capital planning and project controls.
 - Methods and techniques in conducting research.
 - Principles of data management, controls and report preparation.
 - Principles and practices of current planning and development.
 - Lean government practices.
 - City personnel policies and procedures.
 - Principles and procedures for developing goals, objectives and management plans.
- **Skill in:**
 - Organization and time management.

- Strategic and critical thinking.
- Problem solving and decision making.
- Analyzing data and trends.
- Budget management and resources allocation.
- Interpersonal relations, customer service, and negotiation.
- Computes and applicable software.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Oversee, direct and coordinate the work of subordinate employees.
 - Develop a business plan, goals and objectives.
 - Analyze and assess programs, policies and operational needs.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
 - Assess and monitor workload, administrative and support systems and internal reporting relationships.
 - Identify opportunities for improvement and direct and implement changes.
 - Prepare and administer large program budgets.
 - Prepare clear and concise administrative and financial reports.
 - Assess departmental program needs and recommend budget reductions.
 - Identify and respond to sensitive community and organizational issues, concerns and needs.
 - Prepare and present reports, budgets and communications.
 - Research, analyze and evaluate service delivery methods and techniques.
 - Attend and participate in professional group meetings and community events.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in planning, urban planning or design, public administration, urban geography, civil engineering, or a related field and seven years of increasingly responsible experience in city planning and/or development, including three years of management and administrative responsibility.

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.