

City of Fort Worth, Texas

Job Description

Classification Title	District Director I		
Job Code:	PR4440	Job Family:	Professional
Pay Grade	607	Date Reviewed:	09/21/2022
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Provides professional, technical, and administrative support on behalf of the assigned City Council member for the City of Fort Worth. Provides communication between members of the City Council, City staff, and the public. Acts as representative to the district, and as a member of the Council and provides administrative support and assistance to senior management.

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. Provides administrative assistance to Council members by maintaining appointment calendars, preparing documents, organizing meetings, events and outreach activities including townhall meeting, neighborhood meetings, special events and screening clients and phone calls. Prepares travel documents, employee travel reimbursement requests and conference registrations.
2. Participates in the development of district messaging in coordination with the Council member through newsletters, email, and social media to ensure district constituents are routinely informed.
3. Assists in the development and analysis of policies, including but not limited to preparing summaries, conducting research and providing supporting data and metrics for the Council member and staff.
4. Briefs the Council member on all community and media issues relating to the district, and ensures the council member is abreast of items on all committee meeting agendas, council briefings, and council agendas.
5. Assist with the preparation and review of written correspondence, speeches, and other informational material on behalf of the Councilmember.
6. Coordinates, tracks and monitors the implementation of projects and programs initiated by Council members; and provides a summary of project completion.
7. Assist with the preparation of Council committee agendas in collaboration with the Council member and City Manager's Office and works with peer departments on the agenda process and posting.

8. Responds to and resolves citizen inquiries, complaints and service requests; interprets policies and procedures; and monitors status of requests.
9. Serves as an assigned Council member's liaison with other city organizations and agencies; chairs or facilitates citywide Boards or committees; and negotiates and resolves sensitive issues.
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:**
 - Principles and practices of business administration or public administration.
 - Principles and practices of purchasing policies and procedures.
 - Principles and practices of budget preparation.
 - Principles and procedures of record management.
 - Principles and practices of program development and administration.
 - Principles and practices of mathematics.
 - Modern office procedures, methods, and computer equipment.
 - Principles of business letter writing and report preparation.
 - City Personnel Rules and Regulations.
 - City policies and procedures.
 - Pertinent Federal, State and local laws, codes and regulations.
 - City Charter, Ordinances, Policy provisions, and best practices.
- **Skill in:**
 - Interpersonal relations.
 - Time management, organization and prioritization.
 - Customer service.
 - Delivering presentations.
 - Communication, both orally and in writing.
 - Problem solving and conflict resolution.
 - Computers and applicable software.
 - Research and analysis.
 - Basic mathematics.
 - Analytical thinking.
 - Organization and time management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Interpret and apply city policies and procedures.
 - Anticipate the need of others.
 - Coordinate special events and activities.

- Prepare clear and concise reports.
- Identify and respond to issues, concerns, and needs.
- Implement new policy and programs effectively.
- Maintain confidentiality.
- Establish and maintain effective working relationships.
- Interpret and explain City Charter, Ordinances, and Policy provisions.
- Respond to requests and inquiries from the general public.
- Plan and devise meetings and work plans.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Appropriate education level and relevant experience in increasingly responsible high level administrative or management support.

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.