

City of Fort Worth, Texas Job Description

Classification Title	Neighborhood Program Coordinator		
Job Code	PR3060	Job Family:	Professional
Pay Grade	610	Date Created:	09/25/2019
FLSA Status	Exempt	Date Revised:	12/29/2021

GENERAL SUMMARY

Under the general supervision of the Neighborhood Services Manager, coordinates assigned City neighborhood improvement programs and services to improve quality of life and create a stronger community. This is accomplished by preparing plans, reports, studies, and analysis pertaining to current and long-range planning and neighborhood improvement strategies; implementing state and federal programs/grants; program/project coordination; budgeting and purchasing; marketing programs/services; assisting the general public; and providing staff support to various neighborhood associations, boards, commissions and the City Council. Performs data collection, cartography, presentation development, and other technical functions including GIS (Geographic Information Systems).

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; 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.
2. Establishes and maintains communication with neighborhood groups, voluntary organizations and the general public.
3. Oversees, coordinates and monitors assigned City of Fort Worth's Neighborhood Services Programs and Services, inspects and tracks compliance on contractual agreements, supervises contractors, evaluates contractor performance,
4. Oversees purchasing procedures for assigned contracts; coordinates various financial activities, including monitoring and requesting requisitions, establishing purchase orders, and monitoring expense reports for programs and projects.
5. Plans, coordinates, and implements community projects and activities, in conjunction with City residents, community-based organizations, corporations and City departments.
6. Prepares and assists with the Neighborhood Services Program budgets; program and grant budget, ensures billing accuracy and develops strategic recommendations by conducting budget forecasts and analyzing business decisions.

7. Researches, prepares and presents oral and written publications, reports and provides recommendations to neighborhood associations, community organizations, boards and commissions, and City management and staff.
8. Oversees the maintenance of GIS data both spatially and geographically as it relates to Neighborhood Services Programs.
9. Performs GIS, neighborhood, and community data analysis; provides high-quality maps and reports, for City departments and for program reporting requirements. Creates reports including community block grant eligibility, population poverty levels, house-hold income levels and other census related statistics.
10. Assists the Neighborhood Services Manager with resolving complex neighborhood issues and addressing complex community issues. Develops working relationships with outside organizations, contractors and vendors.
11. Conducts community needs analysis by performing door to door surveys, sending out questionnaires, phone surveys, analyzing survey/ questionnaire results and assessing impact on neighborhoods, and facilitates informational meetings with residents.
12. Prepares reports regarding survey/ questionnaire results assessing program impact on neighborhoods to both the Neighborhood Services Manager and to neighborhoods and grant/program funders
13. Develops public relations, marketing, and social media campaigns that answers questions from citizens and neighborhood associations regarding specific issues, concerns and problems impacting neighborhoods, streets, or individual property, as well as, facilitates presentations and group discussions.
14. Coordinates with other City Departments such as Code Compliance, Fire, Police, PARD, Water, TPW on continuous improvement of City infrastructure and service delivery related to a Neighborhood Services programs and services.
15. Prepares and maintains additional reports as required.
16. Maintains professional and technical knowledge by attending educational workshops and reviewing professional publications.
17. Performs other related duties as required.
18. 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.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Operational characteristics, services, and activities of Neighborhood Services programs and services.
- Principles and practices of program management, grant management, and project management.
- Principles and practices of contract administration and project budgeting
- Methods and techniques of monitoring contract compliance.

- Methods and techniques of analyzing and evaluating contracted services.
- Sound knowledge of spatial analysis methodologies. Experience with standard software applications, including GIS database systems, office productivity, database, utility, graphics and presentation software.
- Methods and techniques of investigating property ownership and conflict resolution.
- Basic record keeping and file maintenance systems.
- Statistical analysis of data, including mathematical calculations related to demographic data
- Principles of business letter writing and basic report preparation.
- Office equipment including computers, and supporting word processing and spreadsheet applications.
- Pertinent Federal, State and local laws, codes and regulations.

Skill in:

- Making sound decisions and using good judgment.
- Demonstrating intellectual capabilities.
- Public speaking and meeting management
- Interpersonal relations.
- Evaluating the effectiveness of programs and personnel.
- Communicating clearly.
- Analyzing GIS data.

Ability to:

- Read, interpret and enforce applicable city, state and federal codes, ordinances and regulations related housing, zoning and environmental health issues.
- Research property records and related documents to establish property ownership.
- Perform mathematical and statistical analysis of data, particularly demographic data
- Prepare clear and concise letters and reports.
- Interpret and communicate city codes and ordinances to the general public.
- Prepare simple sketches.
- Create maps using GIS or other mapping software.
- Collect and compile data from different sources. Operate office equipment, including computers and supporting word processing and spreadsheet applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Associates degree from an accredited college or university and three years of experience in city/ government / community type organizing, urban planning, development, social or human services, or closely related field.

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.