

City of Fort Worth, Texas Job Description

Classification Title	Senior Administrative Services Manager		
Job Code:	MG1561	Job Family:	Management
Pay Grade	614	Date Reviewed:	07/14/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Directs, manages, and oversees highly complex administrative, strategic planning, resource-management, human resources and fiscal functions of a department. Performs highly complex administrative and business management including the preparation and administration of all fiscal/budget matters including multiple funding sources/accounts and contracts; oversees various operational/specialized functions; and guides the department's strategic and business planning processes.

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. Oversees and participates in the development, analysis, formulation and administration of the department's budget; reviews and provides guidance relative to the forecast of funds needed for staffing, equipment, materials and supplies; reviews expenditures and provides guidance and direction regarding budgetary adjustments necessitated throughout budget execution.
3. Administers assigned contracts; negotiates and prepares complex requests for proposals or contracts with external professional service providers and vendors; monitors work progress and ensures adherence to project schedules and budgets.
4. Participates in special projects including research of new programs and services, budget analysis and preparation; prepares and presents reports detailing findings and recommendations.
5. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned programs, service delivery methods and procedures; works with employees on the continuous improvement of department specific services.

6. Directs, oversees, and reviews the work plan for assigned programs, services and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; meets with employees to identify and resolve problems.
7. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; implements improvements.
8. When assigned, manages the department's strategic and business planning process to include the development and implementation of departmental goals, objectives, performance measures, policies and priorities for each assigned service and/or operational area; ensuring their alignment with the department's strategic goals and organizational initiatives.
9. Represents the department to other departments, elected officials and outside agencies and organizations; coordinates assigned activities with those of other departments and outside agencies and organizations.
10. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
11. Provides complex staff guidance to the department's senior management team; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
12. Performs other related duties 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:**
 - Advanced principles of municipal budget preparation, trend analysis, forecasting and control.
 - Principles of supervision, training and performance evaluation.
 - Principles and practices of business administration and human resources management.
 - Methods of research, program analysis, and report preparation.
 - Organization objectives, procedures, policies and regulations.
 - Principles and procedures of record keeping.
 - Office equipment including computers and supporting word processing and spreadsheet applications.
 - Computerized financial systems, budget software, and data analysis tools.
 - Pertinent Federal, State and Local laws, codes and regulations.
- **Skill in:**

- Project management.
- Customer service.
- Personnel management.
- Conflict resolution.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Research, analyze, and evaluate programs, policies, and procedures.
 - Plan and supervise research projects regarding city functions and operations.
 - Supervise, direct, coordinate and evaluate the work of subordinate employees.
 - Recommend and implement goals and objectives for providing effective services.
 - Apply practices, theories, techniques and management methodology to assigned area.
 - Prepare, evaluate, administer and monitor professional contract services.
 - Interpret and explain city policies and procedures.
 - Prepare clear and concise reports.
 - Establish and maintain effective working relationships with those contacted in the course of work.
 - Analyze complex financial data and economic data and draw logical conclusions.
 - Analyze data and obtain relevant information from key operational staff to make decisions and prioritize scarce resources.

MINIMUM JOB REQUIREMENTS

Master's Degree from an accredited college or university with course work in Business Management, Public Administration, Business Administration, Human Resources or related field and four years of increasingly responsible and complex administrative, fiscal, personnel and management experience including two years in a supervisory capacity.

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, stooping, kneeling, crouching, reaching, 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.