



**City of Fort Worth, TX**

**ASSISTANT CITY MANAGER**





## ABOUT FORT WORTH, TX

Fort Worth is known for warm greetings and hospitality, inviting neighborhoods, and a vibrant and rich culture. It's no surprise that it is one of the fastest growing cities in the U.S. The most typically Texan of all Texas cities, Fort Worth began as a tiny outpost on a lonely frontier. Today, this metropolitan area of more than 900,000 people blends its cattle and oil heritage seamlessly with an ever-growing, diverse array of new businesses and industries.

Fort Worth is the 12th-largest city in the United States, known for Texas hospitality and a dozen remarkable districts full of culture and fun. Fort Worth has seen strong advances in education, jobs, diversity of culture and industry that have created an unmatched pool of resources for business to grow as well. According to Money Magazine, "Fort Worth offers big city arts and entertainment without the attitude or high prices of comparable metros."

Fort Worth offers the historic western Stockyards featuring the world's only twice-daily cattle drive, Billy Bob's Texas, the world's largest honky-tonk and the new Mule Alley, a connected downtown with the 35-block Sundance Square entertainment district, and the stunning museums of the Cultural District, the Botanic Garden and nearby Fort Worth Zoo.

## ACCOLADES

- 50 Best Places to Travel in 2021, Travel & Leisure
- 21 Best Places to Retire in 2021, RetireBetterNow.com, 2021
- #2 Zoo in America, USA Today, 2021
- The 25 Best Places for Young Professionals, U.S. News & World Report, 2020
- Ranked among the best cities to raise a family, Smartasset.com, 2017

## CITY GOVERNMENT

Fort Worth has a council-manager government. Under the form, an elected governing body, usually called a city council will have elections held every two years for a mayor, elected at large, and eight council members, elected by district.

The mayor is a voting member of the council and represents the city on ceremonial occasions. The council has the power to adopt municipal ordinances and resolutions, make proclamations, set the city tax rate, approve the city budget, and appoint the city secretary, city attorney, city auditor, municipal court judges, and members of city boards and commissions.

The day-to-day operations of city government are overseen by the city manager, who is also appointed by the council.



## THE POSITION

The Assistant City Manager assists in the planning, directing, management and review of the activities and operations of the City. Coordinates City services and activities among City departments and with outside agencies. Provides highly responsible and complex administrative support to the City Manager.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Assumes management responsibility for assigned departments; and recommends and administers policies and procedures.
- Directs the activities of assigned departments by meeting with department managers to assign projects and responsibilities, review and evaluate work methods and procedures, and identify and resolve problems.
- Leads the development and implementation of City department goals, objectives, policies and priorities.
- Assesses and monitors workload, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; and directs and implements changes.
- Represents the City with outside agencies; coordinates City activities with those of other cities, counties and outside agencies and organizations.
- Provides highly complex and professional staff assistance to the City Manager and Deputy City Manager; provides staff support to assigned boards and commissions; represents the City Manager in his/her absence.
- Manages and supervises special projects and task forces.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of city management and administration.
- Negotiates contracts and agreements with representatives of other governmental agencies, businesses, consultants and other agencies and parties.





## THE IDEAL CANDIDATE

The ideal candidate will be a visionary leader with experience working in a performance based, customer focused environment that supports the City Council's priorities under the direction of the City Manager. The ideal candidate should possess superior management skills and have experience with strategic planning and organizational development. This person should have broad knowledge of public administration principles, fiscal planning and budget preparation. Experience working in a high growth City will be a definite asset.

The ideal candidate should be an innovative leader with experience working with the complex issues related to a growing community. The ideal candidate will need to be a creative and resourceful with proven experience in building and maintaining a broad spectrum of partnerships with the City Manager, Council, department heads, and the community to ensure that a common vision is enacted and supported.

The ideal candidate must possess the capacity and interest to be effective mentors for staff and have demonstrated track records of setting a positive example of competence, professionalism, accountability, trust, energy and work ethic while promoting good organizational health and morale; advanced written and oral communication skills are imperative. This individual should have experience in strategic planning and organizational development.

## EDUCATION AND EXPERIENCE

Qualified applicants will have a Master's Degree in Public Administration, Business Administration, or related field, in addition to eight (8) years of increasingly responsible experience in government or business management, including four (4) years of administrative and supervisory experience.

## SALARY

The City of Fort Worth is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.





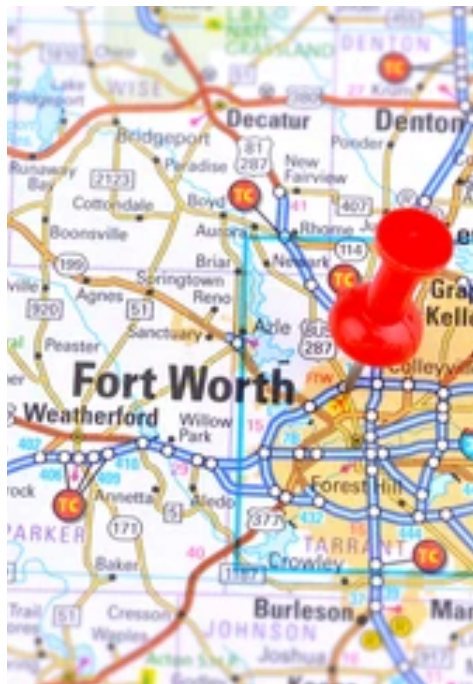
## HOW TO APPLY

Interested applicants should forward a cover letter and resume to:

[resumes@affionpublic.com](mailto:resumes@affionpublic.com)

Reference: FWACM

Affion Public  
PO Box 794  
Hershey, PA 17033  
888.321.4922  
[www.affionpublic.com](http://www.affionpublic.com)



*The City of Fort Worth is an Equal Employment Opportunity Employer.*