

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Manager-Mayoral Initiatives	Department:	Mayor's Office
Requisition Number:	2024287		
Hours:	8:00 a.m. – 5:00 p.m.	Rate of Pay:	\$60,884.87 - \$77,250.00 Annually
Date Posted Up:	11/25/2024	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Deputy Mayor, incumbent performs management and support duties for the Mayor’s Office, specifically related to management of special programs including, but not limited to: Fort Wayne Sister Cities International, the Mayor’s Youth Engagement Council, the Mayor’s Age Friendly Advisory Council, Blue Star Banner, and Three Rivers Festival. The incumbent is expected to take initiative and demonstrate leadership in all phases of activities, scheduling, and oral/written communication transactions. The incumbent is also expected to promote good relations and act as a liaison between parties often representing different and upcoming interests. The incumbent’s operations directly affect the image of the Mayor and City government by the use of the Mayor’s time and energies, and the communication between the Mayor’s staff members, department heads, and the Mayor. As a member of the Mayor’s staff, the incumbent handles highly confidential information. This position is a political appointive position and the incumbent serves at the pleasure of the Mayor. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Compiles information, produces reports, and maintain files;
- Coordinates various Mayoral Programs and Initiatives, such as Fort Wayne Sister Cities International, the Mayor’s Youth Engagement Council, Young Adults Council, Mental Health Council, Immigration Council, The Commission on African American Males, The Mayor’s Age Friendly Advisory Council, Disability Council, and Blue Star Banner;
- Leads event planning and special function organization
- Facilitates travel arrangements and accommodations; including books and itineraries
- Maintains effective working relationships with administrative staff, City departments, other governmental agencies and the general public;
- Screens and follows through on phone calls and correspondence;
- Attends meetings with or for the Mayor and/or Deputy Mayor;
- Meets with other City officials and personnel to give and receive information;
- Meets with community organizations, business representatives, and the public to give and receive information regarding the operations, policies and issues of City government on behalf of the Mayor;
- Works closely with the Mayor, Deputy Mayor, Division Heads, and other City Personnel in developing strategies on program opportunities;
- Serves as an advocate for emerging communities, and community service organizations;
- Assists Deputy Mayor with securing funding and managing a budget on special projects;

- Maintains and updates various files, mailing lists, electronic distribution lists, etc., as necessary;
- Attends staff and board meetings;
- Works on special projects or events as needed.

MARGINAL FUNCTIONS

Performs other duties as required.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

The incumbent does not have any supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university, or any combination of work experience or academic pursuit equivalent to a bachelor's degree in political science, or a related field and experience in an area related to public information, or related field preferred;

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Communicates effectively both orally and in writing;
- Uses various research techniques and is familiar with governmental sources;
- Ability to develop and analyze statistical data;
 - Time management skills with strong organizational skills and the ability to work independently;
- Liaison skills contributive to maintaining good relations between all parties;
- Knowledge and ability to work with various computer programs including, Microsoft Suite, Adobe Acrobat and other software packages;
- Working knowledge of the organizational structure of city government and the community.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Persistent daily contact with the public, governmental staff, department heads and officials, and public/private organizational representatives occur throughout all aspects of the work. Such communication is necessary in order to explain procedures, interpret guidelines, resolve problems, and represent the Deputy Mayor, the Mayor, and the City of Fort Wayne.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Driver’s License if a City Vehicle is used.

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.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen’s Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran’s status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.