



EXECUTIVE RECRUITMENT PROFILE

Assistant *Director*

BENEFITS &
HEALTH ADVOCACY

CITY OF FORT WORTH, TEXAS

OFFICIAL SEARCH PARTNER



MECCA
MANAGEMENT GROUP

Drive Excellence in the *Unexpected City*

The City of Fort Worth is conducting an executive search for an experienced Assistant Director, Benefits & Health Advocacy, to help plan, direct, manage, and oversee a strategic portfolio that includes Benefits, Wellness & Condition Management, Employee Safety & Health, and liaison support for the City's Employee Health Centers.



Benefits, Health & Retirement

Lead health, retirement, and benefits programs while supporting effective plan administration and employee benefit strategy.



Wellness, Safety & Health Advocacy

Support wellness and condition management, employee safety and health, and workforce well-being across the organization.



Strategic Program Leadership

Advance strategic goals, service levels, operational improvements, and citywide initiatives aligned with the City's workforce needs.

“This role offers the opportunity to provide highly responsive, complex, and strategic leadership for citywide benefits, wellness, safety, and health advocacy initiatives.”



ABOUT THE CITY

Fort Worth *at a Glance*

Fort Worth is one of the nation's fastest-growing large cities and a place where Texas heritage, economic momentum, and civic pride come together. From vibrant cultural districts and iconic neighborhoods to a thriving business environment and major regional assets, Fort Worth offers an exceptional quality of life and a strong sense of community.



11th

LARGEST CITY IN THE UNITED STATES

Major-city scale with a strong community identity.



4th

LARGEST CITY IN TEXAS

A powerful civic and economic anchor.



Over 1 Million

RESIDENTS

A growing population and expanding workforce.



Fast-Growing

MAJOR U.S. CITY

Momentum across business, culture, and quality of life.

Forbes

AMERICA'S

**BEST LARGE
EMPLOYERS**

2026

RECENTLY NAMED BY FORBES AS ONE OF AMERICA'S BEST LARGE EMPLOYERS.

Vision, Mission & *Values*



Vision

Fort Worth will be the most livable and best-managed city in the country.



Mission

Working together to build a strong community.

Our Six Values

Employees at the City of Fort Worth provide municipal services to a growing and diverse population. Each day, these employees help make Fort Worth a strong community and a great place to live. Six values guide this work:

- **EXCEPTIONAL CUSTOMER EXPERIENCE**
- **ETHICAL BEHAVIOR**
- **MUTUAL RESPECT**
- **ACCOUNTABILITY**
- **DIVERSITY**
- **CONTINUOUS IMPROVEMENT**



GOVERNMENT STRUCTURE

Council-Manager *Form of Government*

The City of Fort Worth operates under the council-manager form of government. The City Council sets policy and provides visionary leadership, while the City Manager is responsible for day-to-day operations and implementation of Council policies.



DEPARTMENT OVERVIEW

Human Resources *Department*

The Human Resources Department supports the City's workforce through services that attract, retain, develop, protect, and support talent across the organization.

ASSIGNED PORTFOLIO INCLUDES



Benefits, Health & Retirement

Supports health benefits, retirement programs, plan administration, and employee benefit strategy.



Wellness & Condition Management

Promotes employee wellness, condition management, and long-term workforce health.



Employee Safety & Health

Supports employee safety, health practices, risk awareness, and programs that contribute to a healthier workplace.



Employee Health Centers

Serves as a liaison to the City's Employee Health Centers and supports health center strategy, access, and employee health support.

ATTRACTING • RETAINING • DEVELOPING • SUPPORTING

Challenges & Opportunities

Benefits & Health Advocacy

ALIGNMENT

- Formation of a cohesive, cross-functional team
- Elimination of redundancies
- Reinforcement of new service-delivery model

PROCESS IMPROVEMENT

- Establishment of current v. future process development
- Consistent application and training
- Focus on best practices
- Continuous evaluation of agreed targets and service levels

STRATEGY

- Implementation of a multi-year strategic plan focused on plan and program alignment
- Cost-effective and comprehensive funding models
- Partner alignment to drive improved outcomes
- Development and implementation of strategic goals, objectives, policies, and priorities for assigned service areas

MODELING

- Value proposition for centralized v. decentralized resources
- Shift from health advocacy as a transactional v. strategic partner
- Responsive leadership that aligns assigned activities with operational needs

Ideal *Candidate*

Executive Profile

Broad Knowledge



Broad knowledge of benefits, risk management, human resources administration, and benefit program and plan design.

Strategic Leader



Strategic leader with the ability to plan and execute, while measuring success and adapting to shifting priorities.

Clear Communicator



Clear and concise communicator who demonstrates resilience, emotional intelligence and executive presence while representing the City in the community and the workplace.

Bridgebuilder



Bridgebuilder who leads with a relationship and service-first approach.

Change Management



Leader with the ability to manage change across large, multi-focused organizations.

Multi-Location / Industry Experience



Multi-location experience with a large employer is a plus. Broad industry experience is a plus.

A leadership profile grounded in trust, strategy, sound judgment, and people-centered execution.

Minimum *Job Requirements*



1. Education

Bachelor's degree from an accredited college or university with major course work in human resources management, industrial relations, public administration, risk management, or a related field.



2. Required Experience

Six years of increasingly responsible human resources experience, including five years of administrative and supervisory responsibility.



3. Required Certifications

Certification in human resources management, such as PHR or SHRM-CP.

Certification in benefits and/or risk management.



4. Preferred Job Requirements

Master's degree in human resources management, industrial relations, public administration, risk management, or a related field.

Senior certification in human resources management, such as SPHR or SHRM-SCP.

Certification in benefits, such as CGBA or similar, and/or risk management, such as CRMP.

Experience in a multi-location, multi-industry organization with a self-insured funding model.



5. Knowledge, Skills & Abilities

- Human Resources Management & Administration
- Benefit Program & Self-Insured Plan Design
- Health, Safety & Life Safety Systems
- Project Management & Change Management
- Training, Coaching, Mentoring & Organizational Development
- Laws, Codes, Regulations & Policy Application
- Strategic Thinking, Problem Solving & Operational Assessment
- Communication, Relationship Building & Sensitive Issue Escalation
- Staff Selection, Supervision, Training & Evaluation

COMPENSATION

Compensation & *Benefits*

SALARY RANGE

\$142,761 – \$162,717

- 9 paid holidays per year
- 15-23 days of accrued vacation, depending on years of service
- 10 days of accrued sick leave
- Longevity Pay
- 2 personal holidays per year
- Paid Parental Leave
- Compensatory time for weekly hours worked in excess of 40
- City-issued cell phone



RETIREMENT

Pension & 457(b)

Pension through City of Fort Worth Employees Retirement Fund and optional 457(b) plan.



SUPPORT

Competitive Benefits

Includes comprehensive health and wellness options and access to employer-sponsored health clinics.



GROWTH

Training Support

Tuition reimbursement and ongoing training support help sustain long-term success.

Comprehensive executive benefits designed to support well-being, growth, and long-term success.

Application *Process*



MANAGED BY



Recruitment for the Assistant Director, Benefits & Health Advocacy position is being managed by Mecca Management Solutions, LLC.

APPLICATION MATERIALS AND RECRUITMENT COMMUNICATIONS WILL BE COORDINATED THROUGH MECCA MANAGEMENT SOLUTIONS, LLC.

FINAL PHASE

Executive recruitment profile prepared for the City of Fort Worth, Texas.

Equal Employment Opportunity

The City of Fort Worth is proud to be an Equal Employment Opportunity employer. It is the policy and practice of the City to recruit, hire, train, and promote a diverse workforce without regard to race, color, religion, sex including pregnancy and gender identity, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or another non-merit factor.