

ASSISTANT CITY MANAGER

Approved: November 2021

FLSA: Exempt

Unit: Unrepresented Management



Definition
Under direction of the City Manager, provides a variety of management/organizational analysis, administrative coordination work, program management and supervision for the City Manager's Office; undertakes special projects as assigned; and performs related duties as required.
Supervision received and exercised
Receives administrative direction from the City Manager. Exercises supervision over management, professional, technical, and administrative support staff through subordinate levels of supervision. Exercises direct supervision over assigned staff.
Class characteristics
This is an executive management classification that oversees, directs, and participates in all activities of the City's operations, including short- and long-term planning, policy development and administration, and enforcing all City codes and regulations. The incumbent regularly interacts with the City Manager, City Council, and departmental management in obtaining and coordinating projects and information. The incumbent is accountable for accomplishing City-wide planning and operational goals and objectives within general policy guidelines.
Examples of typical job functions (illustrative only)
Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. <ul style="list-style-type: none">• Performs a wide variety of responsible assignments involving program coordination, administrative research and reporting, and special projects as required.• Assists in the development and implementation of goals, objectives, policies and procedures.• Reviews the effectiveness of programs, policies and procedures and recommends changes.• Assists the City Manager in tracking pending legislation and in recommending and communicating legislation positions which would benefit the City.• Assists the City Manager in developing recommendations on a wide variety of municipal programs.• Conducts special studies as assigned.• Prepares reports and makes presentations to the City Council and other commissions and groups.• Represents the City and the City Manager at meetings with other agencies and civic groups.• Manages long-term projects and relationships with other governmental jurisdictions, organizations, associations and other external groups in conjunction with City Council priorities.• Coordinates the involvement of other department staff as appropriate.• Interprets and explains programs and policies to the public and City staff.• Responds to complaints, questions and provides information on complex and sensitive issues.• Prepares and monitors budgets for assigned programs.• Provides staff support to various boards, committees and implementation of City Council priorities• May supervise other personnel.• May serve as staff adviser to an advisory commission or other committees.• May serve as Acting City Manager.• Performs other duties as assigned.
Qualifications
Knowledge of <ul style="list-style-type: none">• Principles and practices of public administration including program development and implementation, outcomes-based goal setting, measurable accountability, analysis and evaluation, human resources, public relations, and project management.• Principles and practices of budget development, analysis, administration, procurement, and contract administration.• Principles and practices of effective employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, outcomes-based goal setting, review and evaluation, measurable accountability, disciplinary procedures, professional and career development, and training.• Principles and practices of customer service, public relations, community outreach and engagement.• Modern techniques of researching, evaluating alternatives, making sound recommendations, records retention, and preparing and presenting effective staff reports.

- The organization and operations of the City and of outside agencies as needed to effectively execute assigned responsibilities.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices and methods including current and emerging technology systems relevant to the work assigned.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, and educational organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, City staff, and external agencies.

Ability to

- Recommend and implement departmental and program goals, objectives, practices, policies, procedures, and work standards.
- Research, analyze, evaluate, and develop improvements in operations, procedures, policies, or methods.
- Plan, organize and successfully implement complex projects and assignments;
- Conduct complex research projects, evaluate alternatives, make sound recommendations as needed and assigned; analyze, interpret, summarize, and present administrative and technical information and data in an effective and professional manner.
- Prepare clear, concise, professional reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and effectively and accurately communicate policies and procedures as needed and appropriate.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical deadlines.
- Plan and implement projects, services, and programs as needed and assigned to meet changing community needs and ensure that limited resources are used efficiently and effectively.
- Prepare and monitor program budgets.
- Communicate effectively, professionally, and appropriately.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Supervise, train and evaluate assigned staff.

Education and experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Graduation from college with major emphasis in Public or Business Administration or related field, and five years increasingly responsible administrative or management experience in a municipal or government administration preferably at an executive level.
- Master's degree in Public or Business Administration is desirable.

Licenses and certifications

- Possession of a valid California driver license and a satisfactory driving record.

Physical demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to twenty-five (25) pounds.

Environmental elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.