



June 2019
FLSA: Exempt

ASSISTANT CITY MANAGER

DEFINITION

Under administrative direction, provides highly responsible and complex management assistance to the City Manager and City Council in coordinating and directing City-wide departmental activities and operations, including the City's Community and Economic Development, Code Enforcement, Public Works Department, and Building, Planning and Maintenance; assists the City Manager in executing the long-term vision for the City in collaboration with the City Council and department heads; ensures quality services provision to the residents of the community; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; acts as City Manager in that individual's absence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises supervision over management, professional, technical and administrative staff through subordinate levels of supervision.

DISTINGUISHING 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. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities among all City departments and agencies and managing and overseeing the complex and varied programs, projects, and activities of the City's Community and Economic Development Department, Public Works Department, and other assigned functions. 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.

- Assists the City Manager in planning, organizing, and directing the services and activities of City departments and programs.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Community and Economic Development Department and Public Works Department; establishes, within City policy, appropriate budget, service, and staffing levels.

- Manages and participates in the development and administration of assigned departments' budgets; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the City's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Implements directives and policies from the City Manager; provides guidance and direction to department heads to coordinate and direct programs and projects; meets with department heads to identify and resolve organizational and operational problems both within departments and across departmental lines; ensures the successful completion of programs and projects.
- Coordinates the development and administration of the City's budget and Capital Improvement Program; assists with budget forecasting; reviews and controls programs and projects to ensure cost effectiveness.
- Oversees and participates in the preparation and administration of the City Manager's Office budget; maintains and monitors appropriate budgeting controls; monitors compliance with budget parameters and general financial policies.
- Assumes full management responsibility for the economic development services, and activities, including economic and real estate development, and affordable housing.
- Represents the City on various intergovernmental committees, task forces, and commissions pertaining to city management and assigned program matters.
- Monitors legal, regulatory, technology and societal changes and court decisions that may affect the work of the City; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Represents the City, other City departments, elected officials, and outside agencies; explains and interprets City programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Negotiates contracts and agreements; coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of City services and management as they relate to the area of assignment.
- Directs the maintenance of working and official files.
- Serves as a spokesperson for the City at a variety of community events, meetings, and other public relations activities.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

- Serves as Acting City Manager in that individual's absence.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, budget administration, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of strategic plan development.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, authority, and responsibilities of an elected City Council.
- Funding sources for municipal government services.
- Public agency contract administration principles.
- Principles and practices related to municipal planning, civil engineering, building code, code enforcement, economic development, utility operations, transportation planning, financial management, real estate development, and community engagement strategies.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Research methods and techniques.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Work cooperatively with, provide staff support to, and implement the policies of the City Manager and City Council.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Effectively represent the City in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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.

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:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, public policy, finance, or a related field and five (5) years of progressively responsible management experience within local government. A Master's degree in public administration is desirable.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, lift paperwork and light-weight equipment or resources (less than 20 pounds), and to operate a motor vehicle to visit various City and meeting sites. Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports.

ENVIRONMENTAL CONDITIONS

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.