

ASSISTANT CITY MANAGER

DEFINITION

Under administrative direction, assists the City Manager in planning, organizing, managing, and providing administrative direction and oversight for all City functions and activities; coordinates assigned activities with City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and various community and regulatory agencies; provides highly responsible and complex administrative assistance to the City Manager and City Council; at the discretion of the City Manager, may serve as acting City Manager in his or her absence; performs related work as required. At the discretion of the City Manager provides direct oversight to assigned departments.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and general policy direction from the City Manager. Exercises general direction and supervision over management, supervisory, professional, technical and clerical staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This single-position classification has responsibility for assisting the City Manger in the management of all City activities and functions. The classification regularly interacts with the City Manager, City Council, and departmental representatives 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 assigned activities with those of City departments and agencies and managing and overseeing the complex functions of assigned programs and projects. This class performs the duties of the City Manager in the City Manager's absence.

EXAMPLES OF ESSENTIAL 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 the development, direction, coordination, and implementation of goals, objectives, policies, procedures, and work standards for the City.
- 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; 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.
- Provides for the selection, training, professional development, and work evaluation of Department Directors and staff; authorizes discipline as required; provides policy guidance and interpretation to staff.

- Participates in the development and administration of the City's budget; assists in the direction and forecast of additional funds needed for staffing, equipment, and supplies; assists in the monitoring of and approves expenditures; assists with the preparation and implementation of budgetary adjustments.
- Supervises and manages assigned City-wide functions, programs, and projects; represents assigned departments to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Serves on the labor negotiations team and negotiates contracts and agreements with employee association representatives.
- Implements directives and policies from the City Manager; meets and coordinates with City departments in order to direct such directives; identifies and resolves organizational and operational problems with implementation; ensures the successful implementation or completion of such projects.
- Conducts a variety of citywide organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of trends and innovations in government administration.
- Serves as acting City Manager in the City Manager's absence and assists the City Manager in planning and organizing City departments, including direction and strategic planning recommendations.
- Prepares, reviews, and presents various staff reports, management and information updates, and reports on special projects to the City Manager, City Council, and the public.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; responds to sensitive inquiries on behalf of the City Manager as appropriate.
- Oversees the City's human resources functions including recruitment, selection, benefits administration, training, and personnel records management.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, financial analysis and taxation, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, services, and funding sources of a municipal government.
- Functions, authority, responsibilities, and limitations of an elected City Council.
- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Principles and practices of municipal budget development, administration, and accountability.
- Principles, practices, and legal elements of California economic and community development and redevelopment.
- Current social, political, and economic trends affecting City government and service provision.
- Modern office practices, methods, and computer equipment.
- Record keeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with government agencies, community groups and various business, professional, regulatory and legislative organizations.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

- Principles practice and procedures related to human resources administration.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the City and assigned program areas.
- Provide administrative and professional leadership and direction for the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, 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.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of City programs and administrative activities.
- Conduct effective negotiations and 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.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- 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.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the 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 graduation from an accredited four-year college or university with major coursework in business or public administration, or a related field, and seven (7) years of increasingly responsible administrative experience, including three (3) years of management and supervisory experience. Possession of a Master's Degree is highly desirable.

License:

- Valid California class C driver's license with 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 in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter 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 necessary to perform job functions.

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.