



June 2023
FLSA: Exempt

ASSISTANT CITY MANAGER

DEFINITION

Under administrative and general policy 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; assists the City Manager in executing the long-term vision for the City in collaboration with the City Council and Department Directors of departments as determined by the City Manager; provides leadership to City departments to enable department directors to effectively and efficiently maximize available resources; ensures quality services are provided 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; may serve as the acting City Manager in the City Manager's absence; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and general policy 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 general supervision over technical and clerical staff through subordinate levels of supervision. May provide indirect supervision over operational staff departments including Community Development, Parks and Recreation, Public Works, and/or other departments as assigned by the City Manager.

CLASS CHARACTERISTICS

This executive management classification 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 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 the activities among all City departments and agencies and managing and overseeing the complex and varied programs, projects, and activities of the assigned function. 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 rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate 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.
- Implements directives and policies from the City Manager; provides guidance and direction to Department Directors to coordinate and direct programs and projects; meets with Department Directors

- to identify and resolve organizational and operational problems both within departments and across departmental lines; ensures the successful completion of programs and projects.
- Contributes to the overall quality of the City's service provision 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.
 - Directs, coordinates, and participates in the City's overall budgeting process including preparation, submission, implementation, and monitoring; assists with budget forecasting; directs the development of and monitors performance against the annual budget for areas of assignment.
 - 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.
 - Provides support for real property activities, including acquisition and disposition of City property; manages redevelopment and housing projects; negotiates and prepares agreements and leases.
 - Represents the City in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations; may act as a City liaison with the media.
 - Conducts a variety of City-wide organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
 - Participates on and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of city government operations and other types of public services as they relate to the area of assignment.
 - Represents the City on various intergovernmental committees, task forces, and commissions pertaining to city management and assigned program matters.
 - Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
 - Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
 - Participates in the selection, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
 - Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
 - Serves as acting City Manager in the absence of the City Manager.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, and City-wide administrative practices related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Applicable Federal, State, and local laws, codes, regulations, and policies, technical processes, and procedures.

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Technical, legal, financial, and public relations issues associated with the management of City programs.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the City and assigned program areas.
- Work cooperatively with, provide staff support to, and implement the policies of the City Manager and City Council.
- Provide leadership and direction to all departments of the City.
- Prepare and administer large and complex budgets; allocate 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 supervisory, technical, and office support staff; 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 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.
- 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, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which 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, public policy, finance, or a related field and seven (7) years of management or administrative experience in municipal administration and/or assigned program areas in a public agency. A Master's degree in public administration is preferred.

Licenses and Certifications:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

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 weighing up to 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.