

ASSISTANT CITY MANAGER**DEFINITION**

Provides a variety of professional line and staff management support to the City Manager by overseeing assigned departments, programs, projects and agreements; acts for the City Manager in a relief or as assigned basis; acts as liaison for the City with a variety of private, public and community organizations and regulatory agencies; conducts studies, develops recommendations for action, policies and procedures; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships among City departments and other governmental and regulatory agencies; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

The Assistant City Manager receives administrative direction from the City Manager. Direct supervision is provided to professional, technical and office support staffing assigned departments. Project direction may be provided for other staff, depending upon the needs of the City.

CLASS CHARACTERISTICS

This single-position class serves in a variety of administrative, coordinative, analytical and liaison capacities, as required by the changing needs of the City and as directed by the City Manager. As an executive management team member, assisting the City Manager in the day-to-day administration of the City is a primary responsibility. Successful performance of the work requires both a breadth of experience and flexibility to address a variety of issues, plus knowledge of public policy, municipal functions and activities, including the role of an elected City Council and the ability to develop, oversee and implement programs and projects.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides oversight and direction to assigned departments, programs and project areas.
- Serves as the City Manager on a relief or as assigned basis.
- Negotiates and oversees a variety of franchise agreements for the City.
- Plans, organizes, administers, reviews and evaluates the work of supervisory, professional, technical and office support staff directly and through subordinate levels of supervision.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy and procedural guidance and interpretation to staff.
- Conducts City-wide organizational, operational, financial and analytical studies; evaluates alternatives; prepares recommendations and narrative and statistical reports; and implements policy and procedural changes after approval.

- Analyzes legislative matters and their effect upon City functions and funding; makes recommendations and prepares reports and policies and procedures as required; implements policy and procedural changes as required.
- Provides staff support, including preparing agendas and staff reports and following-up on actions taken for various boards, committees and commissions.
- Provides input into the development and implementation of budgets, goals, objectives, policies, procedures and work standards for the City.
- Makes presentations to the City Council, Redevelopment Agency and other City commissions and committees; represents the City in meeting with members of community, business, professional, educational and governmental organizations; may represent the City in contacts with the media.
- Prepares and directs the preparation of a variety of written correspondence, reports, policies, procedures, ordinances, requests for proposal, agreements and other written materials.
- Receives, investigates and responds to citizen complaints, inquiries and requests for services.
- Maintains a variety of working and official files.

QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures of public administration in a municipal setting.
- Functions and services of a municipal government.
- Administrative principles and practices, including goal setting, program development, implementation, evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Applicable federal, state and local laws, codes, ordinances and regulations.
- Principles and practices of assigned departments.
- Principles and techniques of conducting analytical studies, evaluating alternatives and making sound recommendations.
- Computer applications related to the work.
- Records management principles and practices.
- Techniques for making effective public presentations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional and regulatory organizations.
- Techniques for effectively dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Assisting in developing and implementing goals, objectives, policies, procedures, work standards and internal controls for assigned functional areas.
- Administering a variety of programs and the work of staff directly and through subordinate levels of supervision.
- Selecting, training, motivating and evaluating the work of staff.

- Providing for the training and professional development of staff.
- Conducting complex administrative, operational and financial studies, evaluating alternatives, making sound recommendations and preparing effective narrative and statistical reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Making effective presentations to groups.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Organizing own work, setting priorities, effectively multi-tasking and meeting critical deadlines.
- Maintaining and directing the maintenance of accurate records and files.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Effectively representing the departments and the City in meetings with governmental agencies, contractors, and various professional, business, community and regulatory organizations.

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university with major course work in business or public administration, human resources management, public policy, planning, economics or a field related to the work and five years of management and/or significant administrative support experience, preferably in a public agency setting. Possession of a Masters degree is highly desirable.

License:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

Working Conditions:

Must be able to attend off-hours meetings and travel to sites out of the City.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer and to inspect various sites and attend meetings away from City Hall; vision to read printed materials and a computer screen; strength and stamina to lift and carry 20 pounds; and hearing and speech to communicate in person, before groups and over the telephone.