ASSISTANT CITY MANAGER

POSITION DESCRIPTION

Nature of Work: Under administrative direction, develops, conducts, and coordinates major projects with City-wide implications; provides administrative staff assistance to the City Manager in all phases of City business; participates as the lead member of the City Manager's Executive Team; and performs related work as assigned.

Class Characteristics: This position assists the City Manager in the overall direction of the City and manages the day-to-day activities of the City Manager's office. The incumbent works with Citizen Advisory Committees on major projects of City-wide importance and is responsible for special programs and projects, divisions or departments as assigned. Incumbent keeps City Manager advised on City operations, problems, and community-wide issues. This class oversees formation of action plans and strategies and serves as acting city manager in the absence of the City Manager.

Illustrative Examples of Work: Works with and assists the City Manager in the development of a variety of plans, programs, and projects, including the development of short-term and long-term strategies, organizational enhancements, and financial planning strategies; directs and participates in the development and implementation of goals, objectives, policies, and procedures; assists City Manager in the resolution of personnel, budgetary, and administrative issues and problems; conducts studies, surveys, and collects information on difficult operational and administrative problems, analyzes findings and prepares reports of practical solutions for review by the City Manager; confers with department heads and employees regarding policy and procedure changes; represents the City and City Manager in the community and at professional meetings as required; responds to inquiries and requests from the City Council, City staff, and the public and briefs the City Manager on actions taken; coordinates activities of the City Manager's office with City departments and divisions, and with outside agencies; provides advice on approaches to the handling of organizational, management, operational, and community-oriented problems; may investigate and participate in the resolution of citizen complaints; develops and coordinates public information and community-oriented programs; ensures that City Council agenda is properly assembled and follows up and coordinates work that results from Council actions; conducts special studies and research; makes presentations to a variety of civic, professional and educational groups on municipal affairs; provides information and briefings to the press relative to news releases; selects, supervises, trains, and evaluates staff; serves as a hearing officer on administrative matters as assigned by the City Manager; and serves as Acting City Manager in City Manager's absence.

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QUALIFICATIONS
Knowledge of:
Principles, practices and techniques of public administration, including the operations and functions of a municipal government.
Principles and practices of management and supervision.
Principles and practices of program development and assessment.
Research and analytical methods and techniques.
Applicable Federal, State and local laws and regulations.
Basic business data processing principles and practices.

Ability or Skill to:
Provide organization-wide leadership consistent with City's mission and value statements.
Plan, organize, direct, coordinate, review and evaluate major programs and services with City-wide implications.
Direct, train, motivate and evaluate assigned staff.
Develop, implement and interpret policies, procedures, rules and regulations.
Analyze complex problems, evaluate alternatives and make creative recommendations. Exercise sound independent judgment within general policy guidelines.
Use tact and diplomacy in handling sensitive political matters.
Deal constructively with conflict situations.
Establish and maintain effective working relationships with department heads, City Manager, City Council, commission, employees, and others contacted in the course of work.
Prepare clear, concise and competent reports, correspondence and other written materials.
Make presentations before large and small groups.

Education and Experience:
Any combination of education and experience equivalent to graduation from a four-year accredited college or university with major course work in public administration, business administration, political science, or a related field and progressively responsible managerial experience in a department head or high level administrative staff position.

Special Requirements: Must possess a valid California Class C driver's license and have a satisfactory driving record.

Probationary Period: 12 months

FLSA: Exempt