



Class Code: 028
WP Code: ACM
Established: 09-08-88
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CLASS SPECIFICATION

City of Newark, California

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.

ASSISTANT CITY MANAGER

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