



City of Newark

Position Announcement

Assistant City Manager

Regular Full-Time, Benefited

SALARY: \$14,179 – \$20,557 per month

THE POSITION

Under administrative direction of the City Manager, the Assistant City Manager oversees multiple divisions within the City. Based on current needs, it is anticipated that the Assistant City Manager will be assigned to supervise the following divisions: the Human Resources Department, Information Systems Division, and the City Clerk's Office. In addition, the Assistant City Manager 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 a member of the City Manager's Executive Team; and performs related work as assigned.

This position assists the City Manager in the overall direction of the City, serves as the principal assistant to the City Manager and as the City's second ranking administrative officer, and manages the day-to-day activities of the City Manager's office. The Assistant City Manager is responsible for special programs and projects and manages divisions or departments as assigned. The Assistant City Manager keeps the 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.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Work with and assist 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.
- Direct and participate in the development and implementation of goals, objectives, policies, and procedures.
- Assist the City Manager in the resolution of personnel, budgetary, and administrative issues and problems.
- Conduct studies and surveys, collect information on difficult operational and administrative problems, analyze findings and prepare reports of practical solutions for review by the City Manager.

- Confer with department heads and employees regarding policy and procedure changes.
- Represent the City and City Manager in the community and at professional meetings as required.
- Respond to inquiries and requests from the City Council, City staff, and the public and brief the City Manager on actions taken.
- Coordinate activities of the City Manager's Office with City departments and divisions and with outside agencies.
- Provide advice on approaches to the handling of organizational, management, operational, and community-oriented problems.
- May investigate and participate in the resolution of citizen complaints.
- Develop and coordinate public information and community-oriented programs.
- Ensure that City Council agenda is properly assembled and follow up and coordinate work that results from Council actions.
- Conduct special studies and research as assigned.
- Make presentations to a variety of civic, professional, and educational groups on municipal affairs.
- Provide information and briefings to the press relative to news releases.
- Select, supervise, train, and evaluate staff as assigned.
- Serve as a hearing officer on administrative matters as assigned by the City Manager.
- Serve as Acting City Manager in the City Manager's absence.
- Current assignments based on the needs of the City and the City Manager's Office are anticipated to include the following:
 - Supervise multiple departments and divisions within the City including the following: Human Resources Department, Information Systems Division, the City Clerk's Office and any other departments and divisions assigned by the City Manager.
 - Manage direct reports in the Human Resources Department, Information Systems Division, the City Clerk's Office, and other departments as assigned by the City Manager.
 - Administer the City's contract for fire services with the Alameda County Fire Department.
 - Assist the City Manager and Human Resources Department with labor and employment-related issues, including disciplinary matters, recruitment, leaves of absence, and collective bargaining.
 - Develop, implement, maintain, and interpret administrative policies and procedures, paying particular attention to personnel-related policies and procedures.
 - Direct the workers' compensation program on behalf of the City Manager.
 - Assist the City Clerk with matters related to maintaining official City records, conducting municipal elections, administering the City's Records Management Program, and other related work.
 - Supervise the activities of the Information Services Division and assist with information systems and telecommunications, recommending municipal policies and procedures related to information systems and telecommunications needs, and conducting complex and comprehensive

analysis of a wide range of programs and services related to information systems and telecommunications needs.

MINIMUM 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.

EXPERIENCE AND TRAINING

Any combination of education and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- 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 Requirement:

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

HOW TO APPLY

Interested candidates should:

- (1) Apply via <https://www.calopps.org>;
- (2) Submit a cover letter and resume;
- (3) Provide answers to the supplemental questions below; and
- (4) Submit references.

(Please note that references will not be contacted unless applicant provides consent.)

Filing Deadline: The deadline to submit the above materials is Thursday, February 13, 2020, by 5:00 PM PST.

The position will remain open until filled.

<http://www.newark.org/departments/human-resources/employment-opportunities>

Please be sure to fill out the required City application completely, including all relevant work experience. **Do not refer to a cover letter and/or resume in lieu of fully completing the application.** You may make additional copies of the application, as necessary.

Following the deadline to apply date, employment applications, supplemental questionnaires, and resumes will be screened according to the qualifications outlined in this announcement. The most qualified candidates will be invited to interview with the City on **Wednesday, February 19, 2020.**

An eligible list will be established as a result of this selection process and will be valid for a period of six months. The list may be extended up to a maximum of two years. The department will review the Eligible List to determine candidates to continue in the department selection process.

We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please contact the Human Resources Department prior to the review date for accommodation requests.

After receiving a conditional offer of employment, the candidate will be required to successfully complete a fingerprinted criminal history check. After clearance of the fingerprinted criminal history check, the candidate will be required to submit to a pre-employment medical

examination. Applicants must be successful in all phases of the selection process to be considered for this position.

In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.

All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

COMPENSATION & BENEFITS

SALARY: \$14,179 – \$20,557 per month

- **Health Insurance:** The City contributes the following amounts towards health and welfare benefits:
 - Employee only: \$844 per month
 - Employee + 1 dependent: \$1,687 per month
 - Employee + 2 or more dependents: \$2,228 per month

Employees may “cash-out” up to \$450 per month of any money not used for the purchase of employer offered benefits. Any “cash-out” will be paid to the employee is taxable compensation.

- **Retirement:** CalPERS 2.5% @ 55 for Classic members or 2.0% @ 62 for New PEPRA members. The City does not participate in Social Security. The City participates in Medicare.
- **General Leave:** 184 to 264 hours of general leave accrual each year, depending on length of service.
- **Management Leave:** Up to 40 hours per fiscal year. The City Manager may authorize an additional 16 hours of management leave.
- **Holidays:** 11 holidays, with one floating holiday and one birthday holiday to be scheduled.
- **Retirement Health Savings Plan (RHS):** \$100 a month Health and Welfare Allowance to the ICMA VantageCare RHS plan.
- **Deferred Compensation:** Mandatory participation in the City’s 401(a) deferred compensation plan with a 6% contribution by the City, along with a 6% contribution from the employee. The City also offers several 457 deferred compensation plans for additional retirement planning.
- **Life Insurance and AD&D:** City-paid \$20,000 policy.
- **Long-term and Short-term Disability:** Voluntary participation.
- **Auto Allowance:** \$400 per month.

- **Health & Fitness:** Free use of the Silliman Activity & Family Aquatic Center (excluding classes and rentals).

NEWARK COMMUNITY

The City of Newark is located in Southern Alameda County at the east end of the Dumbarton Bridge, 30 miles south of Oakland and 15 miles north of San Jose. Newark was incorporated as a General Law City in 1955 and has a Council/Manager form of government. Newark's population is approximately 47,531, with an encompassed area of approximately 13 square miles. Newark enjoys Bay Area benefits while maintaining a small town atmosphere.

Please visit our website at www.newark.org & take a Video Tour Book of Newark, CA.

SUPPLEMENTAL QUESTIONNAIRE

1. Please describe your experience in supervising and managing the following fields (please be specific about the length of your experience and your role in each area):
 - a. Human Resources (including employee related benefits, salary administration, discipline, and performance evaluation).

 - b. Information Systems (including evaluation of municipal policies and procedures related to information systems and telecommunications needs).

2. Please select and describe two high-level projects that you managed within the past 3 years. Were there any obstacles that you had to overcome and how did you overcome them?

3. Describe a situation where you took a risk or implemented an out of the box/creative situation to a problem. What was the result?

4. Please describe your management style and how you think it will be effective in the City of Newark.