



ASSISTANT CITY MANAGER

DEFINITION

Under general administrative direction, plans, coordinates, directs, supervises and manages finance, budget, human resources, risk management, information technology, economic development, community development, community services, public works, environmental services, and public information activities; may be assigned responsibility for other functions or departments; provides highly responsible and complex professional support to the City Manager and City Council; serves as Acting City Manager in his/her absence.

SUPERVISION EXERCISED

Exercises direct supervision over Division Heads and support staff, exercises indirect supervision over all subordinate personnel in the City Manager's office and others as assigned.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include but are not limited to:

Participate in and manage the development and implementation of goals, objectives, policies and priorities; recommend service and staffing levels, policies and procedures.

Participate in and direct research and compilation of comprehensive reports for the City Manager, City Council and public.

Prepare, implement and monitor Department and City budget.

Participate in capital improvement project planning; manage the City's General Plan and updates.

Explain, interpret and enforce policies, procedures, rules and regulations and programs.

Plan, direct, supervise and review purchasing activities, including preparation of Requests for Proposals.

Hire, train, supervise, evaluate, motivate and discipline subordinate personnel.

Review and analyze codes, fee structure, operations and recommend and implement modifications.

Represent the City Manager and coordinate activities with developers, committees, citizen groups and outside agencies.

Prepare Commission and City Council Agenda reports.

Recommend modifications to and new policies, procedures and regulations.

Develop and implement short and long range planning activities and strategies.

Coordinate municipal departments and functions, including but not limited to Community Services and Community Development and other functions as assigned.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Public Administration principles, practices and techniques used in the operations of local government.

Technical disciplines and procedures involved in finance, budget, human resources, risk management and information technology, economic development and public information operations and other municipal activities;

Federal, state and local laws, ordinances, policies and procedures.

Principles of administration and management.

Principles of budget development and monitoring.

Principles of employee hiring, training, supervision, evaluation motivation and discipline.

Ability and Skill to:

Direct the preparation of studies, analyses, reports, contracts and related documents.

Establish, implement and evaluate administrative and operational polices, practices and procedures.

Provide leadership to and coordinate the activities and operations of a municipal organization effectively.

Administer a variety of municipal programs and administrative activities.

Prepare and monitor a large and complex budget.

Train, supervise, evaluate motivate and discipline subordinate personnel.

Negotiate and administer agreements and contracts, including labor agreements.

Analyze data and information and prepare complex reports.

Communicate clearly both orally and in writing.

Establish and maintain effective working relationships with staff, elected and appointed officials and the public.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

BA/BS in planning, public administration, business administration or related field and eight (8) years increasingly responsible municipal experience, including three (3) years supervisory experience. Masters degree highly desirable.

LICENSE OR CERTIFICATE

Valid California Class C Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio and copying machine.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations, and sort/file documents.

Ability to sit for two hours at a time.

Ability to lift up to 15 pounds.

Ability to climb a footstool or ladder for the purposes of retrieving records.

Ability to get from one location to another in the course of doing business.