



ASSISTANT CITY MANAGER

DEFINITION

Under general administrative direction, plans, coordinates, directs, supervises and manages daily operations and activities of the City Manager's Office, human resources, risk management, and administration including economic development, performance management, information technology, public information / public affairs, and City Clerk activities; may be assigned responsibility for other functions or departments; provides highly responsible and complex professional support to the City Manager and City Council. May serve as Acting City Manager in his/her absence.

SUPERVISION EXERCISED

Exercises direct supervision over subordinate personnel

EXAMPLES OF 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, coordinate, develop, and direct research and compilation of comprehensive reports on complex matters for the City Manager, City Council and public.

Prepare and present City Council Agenda reports.

Represent the City at local and regional professional organization meetings.

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

Prepare, implement, and monitor Department budget.

Oversee, and coordinate the functions of the City's Human Resources and risk management programs, including but not limited to the following: recruitment and selection, benefits administration, employee relations, labor relations, performance management program and training and staff development.

Oversee the City's Economic Development programs and provide complex support to the Successor Agency.

Oversee the City's public information and public affairs related functions.

Oversee the City's information systems and technology programs.

Oversee the activities of the City Clerk's Office.

Train, supervise, motivate, evaluate and discipline subordinate personnel.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Principles of public administration, budget preparation / analysis, human resources, performance measurement, management, organizational development, public affairs, municipal systems and procedures.

Methods and techniques used in Economic Development; procedures related to Successor Agency.

Federal and State legislative process and procedures.

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

Survey techniques, statistics and report writing.

Principles of budget preparation and monitoring.

Ability and Skill to:

Plan, coordinate and perform surveys, analyses and prepare complex reports.

Collect and analyze data, present findings objectively, clearly and concisely and prepare reports with conclusions and recommendations.

Maintain the confidentiality of information.

Train, supervise, motivate, evaluate and discipline subordinate personnel.

Analyze information requirements and needs, identify problems, examine alternatives and implement procedures.

Plan and organize work to meet schedules and timelines.



Communicate clearly both orally and in writing.

Follow direction and policies with minimal supervision.

Establish and maintain effective working relationships with staff, Commissions, the City Council, City Manager 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 ten (10) years increasingly responsible municipal experience, including five (5) years supervisory experience. Master's degree highly desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A.

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

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, count money 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

