



## Assistant City Manager

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### Summary

Plan, organize, coordinate, and direct one or more major City functional areas; provide policy guidance and coordinate the activities of assigned departments, divisions, and services; foster cooperative working relationships with civic groups, inter-governmental agencies, and City staff.

### Class Characteristics

General administrative direction is provided by the City Manager; responsibilities include the direct and indirect supervision of management, supervisory, professional, technical, and/or support staff.

This class has management responsibility for overall policy development, program planning, fiscal management, administration, and operation of departments and/or divisions within the broad functional areas assigned. Incumbents are responsible for accomplishing departmental goals and objectives and for furthering City goals and objectives within general policy guidelines.

### Essential Duties, Skills, and Demands of the Position

*The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.*

#### Duties:

Plan, organize, coordinate, and direct, through department directors or division managers, the work of specified functional areas.

Develop and direct the implementation of goals, objectives, policies, procedures, and work standards for the assigned departments.

Work closely with the City Manager, City Council, other City departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve problems related to area of assignment.

Advise the City Manager and City Council on related issues and programs; prepare and recommend long-range plans for City services and programs; assist City Council agenda planning and report preparation and review.

Develop specific proposals for action on current and future City needs.

Recommend final interpretations of City regulations and various ordinances, codes, and applicable laws to ensure compliance.

Assist in budget development; maintain budgetary control over expenditures; monitor and approve expense requests; analyze cost savings and recommend efficiency improvements; make recommendations on budget adjustment requests, service level, and other budget reductions.

Represent the City and work closely with citizen boards and commissions and public and private officials to provide technical assistance, directly or through subordinate staff; prepare, assist, and/or respond to general public inquiries.

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Coordinate the preparation of a wide variety of reports or presentations for City management or outside agencies.

Monitor developments related to delegated service areas; evaluate the impact on City operations and implement policy and procedure improvements; oversee contractual agreements and special projects.

Serve as the City Manager and/or Department Director on a relief basis or during times of vacancy.

Participate in negotiations with the City's bargaining units.

Coordinate with the Human Resources Department on various items, including personnel matters, efficiency and succession planning, and other department and City reorganizations.

Perform related duties as assigned.

### Skills/Abilities:

Plan, organize, administer, and coordinate a variety of City services and programs.

Select, motivate, and evaluate staff and provide training and professional development.

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.

Analyze problems, identify alternative solutions, project consequences, and implement recommendations in support of goals.

Prepare clear, concise, and accurate correspondence, policies and procedures, reports, and other written materials.

Exercise sound, independent judgment within general policy guidelines.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

### Physical Demands and Work Environment:

Employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

### **Qualifications**

#### Knowledge of:

Administrative principles and methods, including development of goals and objectives, program and budget development and implementation, work organization and delegation, and employee

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supervision.

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Principles and practices of leadership, motivation, team building, labor relations, and conflict resolution.

Principles, practices, and program areas related to the organizational and service areas managed.

Applicable legal guidelines and standards affecting the administration of a municipal government.

Funding sources impacting program and service development.

Social, political, and environmental issues influencing program administration.

Principles and practices of contract administration and evaluation.

Principles and practices of local government operations and organization, including operating protocols, City Council communications, and other standard operating procedures utilized in local government.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

Education:

A Bachelor's degree with major course work in public administration, business administration, or a related field. A Master's degree is desirable.

Experience:

Five years of progressively responsible administrative experience in municipal government, including management and supervision of work activities; substantial management, supervisory, or administrative experience in a municipal government or similar public agency setting. Experience working with citizen's organizations is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 03/90

Resolution #: 2021-155 N.C.S.

Revised: 06/30/06; 09/20/21

Department: City Manager

FLSA Status: Exempt