

**City of San Rafael  
Job Class Specification**

## **Job Title: Assistant City Manager**

### **SUMMARY:**

Acts as the City's Chief Administrative Officer providing oversight to Human Resources, Information Technology, and Finance through the Management Services Department. Serves as a principal advisor to the City Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned.

- Serves as a major advisor to the City Manager.
- Develops and monitors the City's two year program budget including outreach community efforts in building objectives, and financial projections.
- Provides general direction to the Finance Division, giving direction and contributing solutions. Services include revenue, payroll, and general accounting. Oversees required audits, mandated reporting and compliance with oversight bodies and regulations.
- Serves as a member of the labor negotiating teams. Works with management team to prepare for and respond to labor/union issues.
- Completes both routine and unusual administrative tasks, updates policies, conducts special projects.
- Provides oversight, gives direction and contributes solutions to HR division issues, including risk management, training and employee relations.
- Provides oversight, gives direction and contributes solutions to Information Technology including strategic planning, general services, and new software applications.
- Monitors franchise agreements for refuse services. Responds to complaints, coordinates company and City initiatives for public services, and completes annual rate setting process.
- Provides oversight, give direction and contribute to solutions for Parking Division. Oversees implementation of operations, enforcement, and maintenance of all parking services. Formulates new or revises existing parking policies.
- Monitors a variety of capital and special projects.
- Serves as City Treasurer. Sets investment policy, prepares reports, contracts for brokerage services, manages short and long-term cash flow.
- Sets annual fees and tax rates.
- Performs related duties as required.

### **KNOWLEDGE OF:**

- Municipal finance, human resources, information technology and risk management
- Regulations of laws and municipal codes
- City vision and mission
- City policies and procedures
- Principles of Public and Employee Relations
- Principles of Management

**ABILITY TO:**

- Communicate effectively orally and in writing.
- Speak effectively in public.
- Explain policies and procedures.
- Work cooperatively with elected leaders, departments, and the community.
- Plan major events and staffing efforts.
- Coordinate IT efforts where objectives overlap various divisions.

**EDUCATION and/or EXPERIENCE:**

Any combination of education and experience that demonstrates possession of the requisite knowledges, skill and abilities. A typical way to obtain these would be: BA degree. Masters preferred. Seven years of progressively responsible experience in municipal government.

**Valid drivers license****PHYSICAL DEMANDS:**

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to video display and regularly works in evenings or weekends and regularly works with use of personal vehicle. The employee frequently works in inside environmental conditions. The noise level in the work environment is usually moderate.

Prepared by: Nash & Co  
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