

ASSISTANT CITY MANAGER

Salary Range: 38 (Management Salary Schedule)

DEFINITION

Under general direction, plans, directs, manages and evaluates the activities and operations of several departments as assigned; provides expert professional assistance and support to the City Manager, City Council, and Department Heads; develops and implements policies; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; undertakes special projects as assigned; ensures that performance objectives are established and accomplished in response to the goals and objectives adopted by the City Council; and serves as acting City Manager as required. The Assistant City Manager is an at-will contract position that serves at the pleasure of the City Manager.

DISTINGUISHING CHARACTERISTICS

This is a single position executive management level classification with full responsibility for managing the administrative activities of several departments through subordinate managers. In addition to providing designated staff and policy assistance to the City Manager in assigned areas, this position has administrative responsibility for policy development and program planning and implementation with citywide implications. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals and for furthering City goals and objectives within general policy guidelines. This class is distinguished from the Assistant City Manager/CFO in that the latter oversees the Administrative Services Department and is the City's Chief Financial Officer and Treasurer. This class is distinguished from the City Manager in that the latter has full administrative responsibility for City operations and functions.

SUPERVISION RECEIVED AND EXERCISED

The Assistant City Manager reports to the City Manager and is responsible for providing direct and indirect supervision over management, professional, technical, and clerical personnel within the assigned departments.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

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

- Plans, organizes, assigns, directs, reviews and evaluates the activities and operations of several departments.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the assigned departments.
- Interprets and ensures compliance with local, state, and federal laws relating to assigned areas.
- Advises the City Council, City Manager, and City Attorney on a broad range of issues within areas of responsibility.
- Establishes, within City policy, appropriate service and staffing levels for assigned departments; allocates resources accordingly.
- Plans, directs, manages and evaluates, through subordinate level staff, the work plans of assigned departments; assigns projects and programmatic areas of responsibility; reviews and

- evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Directs the preparation and administration of the assigned department's budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as necessary.
 - Reviews and analyzes legislation for impact on the City; works with legislators to develop or influence legislation; recommends revisions to proposed legislation.
 - Represents assigned departments to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
 - Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action for employees.
 - Explains, justifies, and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
 - Attends and makes presentations at Council, interagency, committee and other meetings and conferences.
 - Responds to requests for information from community residents, businesses, and other outside agencies; responds to and resolves difficult and sensitive citizen inquiries and complaints.
 - Negotiates and monitors contracts and agreements with outside service providers and vendors to ensure compliance and cost-effectiveness.
 - Acts on behalf of the City Manager in his/her absence as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision
- Practices of leadership, motivation, team building and conflict resolution
- Principles, practices, policies, and procedures of public administration, including City government structure
- Modern office practices and technology including personal computer hardware and software
- Pertinent federal, state and local rules, regulations and laws
- Current social, political, and economic trends within assigned areas
- Principles and practices of contract negotiation, preparation, and administration
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs

Ability to:

- Plan, organize, evaluate, manage and direct the staff, activities, and operations of several City departments
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Interpret, analyze and apply federal, state and local laws, rules and regulations related to local

government operations

- Understand and apply government procurement methods and guidelines
- Coordinate department activities with other City departments and agencies as required
- Analyze complex problems, evaluate alternatives, and make sound recommendations
- Prepare and present clear, concise and logical written and oral reports
- Analyze department support needs and ensure prompt and efficient delivery of services, materials, and supplies
- Use computer technology and applications in the performance of daily activities
- Establish and maintain effective working relationships with those contacted in the course of the work
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Organize and set priorities for a variety of projects and tasks in an effective and efficient manner to ensure deadlines are met
- Meet the physical requirements to safely and effectively perform the assigned duties

Minimum Qualifications

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

Equivalent to a bachelor's degree with major course work in finance, accounting, economics, public or business administration, or a closely related field, and six (6) years of increasingly responsible, management experience in municipal government, including three years as head of a city department or major division.

GENERAL QUALIFICATIONS

License Requirement

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and carry reports and records that typically weigh less than 20 pounds.

Working Conditions

The incumbent work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends and holidays, and participates in afterhours on-call assignments.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: September 2018