



# Assistant City Manager

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## Class Specification

Revised 9/23  
Class ID: 140  
Unit: MGMT  
Probation: At-Will  
FLSA: Exempt

### DEFINITION

Under administrative direction, plans, organizes, coordinates, and directs major City projects as determined by the City Manager and functions as the primary staff assistant to the City Manager in all phases of City business; plans, directs, and provides policy guidance to assigned departments; acts in the absence of the City Manager; participates as the lead member of the City Manager's Executive Team; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises general supervision over assigned department directors and managers, and professional administrative staff in the City Manager's Office.

### DISTINGUISHING CHARACTERISTICS

This is an executive level, at-will position assisting the City Manager in the overall direction and management of City operations as well as managing the day-to-day activities of the City Manager's office. The incumbent works with the public on major projects of citywide importance and is responsible for special programs and projects, divisions or departments as assigned. The incumbent keeps the City Manager informed on City operations, problems, and community-wide issues. This class oversees development of action plans and strategies, coordination of activities among all City departments, and serves as Acting City Manager in the absence of the City Manager.

### EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Work with and assist the City Manager in the development of plans, programs, and projects, including the development of short-term and long-term strategies, organizational enhancements, and financial planning strategies; direct and participate in the development and implementation of goals, objectives, policies, and procedures.

Assist the City Manager in planning, organizing, and directing the services and activities of City departments and programs; manage interdepartmental teams and complex projects, gathering and evaluating information and preparing reports and recommendations; coordinate activities of the City Manager's office with City departments and divisions, and with outside agencies.

Provide policy guidance and oversee and coordinate the activities and operations of assigned departments; select, supervise, train, and evaluate assigned executive and management staff; work with employees on performance issues; implement discipline and termination procedures.

Assist the City Manager in the resolution of personnel, budgetary, and administrative issues, and problems; conduct studies, survey, and collect information on difficult operational and administrative problems, analyze findings and prepare recommendations for review by the City Manager.

Provide policy guidance to departments to ensure operations are consistent with City Manager and City Council policy goals and objectives; communicate and discuss policy and procedure changes with departments; may participate as a member of the City's labor relations team.

Respond to inquiries and requests from the City Council, City staff, and the public, and brief the City Manager on actions taken; coordinate responses and resolution to concerns from the Council, community, and City staff regarding City services, programs, development activity, and other issues; negotiate and resolve significant and controversial issues; provide advice on approaches to the handling of organizational, management, operational, and community-oriented problems; may investigate and participate in the resolution of citizen complaints.

Coordinate and participate in the preparation of the annual operating and capital improvement plan budgets and fiscal control activities.

Oversee the coordination and scheduling of City Council agenda items; ensure City Council agenda and agenda packet is properly assembled; prepare and edit staff reports to ensure accuracy, clear presentation, and coordination with other City departments; attend City Council meetings; direct and coordinate the completion of follow up items from City Council meetings.

Represent the City and City Manager in the community and at professional meetings as required; make presentations to a variety of civic, professional, and educational groups on municipal affairs.

Develop and coordinate public information and community-oriented programs; provide information and briefings to the media relative to press releases.

Conduct legislative analysis to determine the impact of proposed legislation on City operations and finances; provide analysis and recommendations with respect to federal and state legislation and regulations.

Serve as a hearing officer on administrative matters as assigned by the City Manager.

Serve as Acting City Manager in City Manager's absence.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, and techniques of public administration, including the operations and functions of a municipal government.
- Principles and practices of management and supervision.
- Principles and practices of municipal finance and budgeting.
- Principles and practices of program development and assessment.
- Research and analytical methods and techniques.
- Applicable Federal, State and local laws and regulations.
- Labor and employee relations including contract negotiations.
- General principles of risk management
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs to conduct, compile, and/or generate documentation.

### **Skill or Ability to:**

- Provide organization-wide leadership consistent with City's mission and value statements.
- Plan, organize, direct, coordinate, review and evaluate major programs and services with citywide implications.
- Direct, train, motivate and evaluate assigned staff.

- Develop, implement and interpret policies, procedures, rules and regulations.
- Analyze complex problems, evaluate alternatives and make creative recommendations.
- Exercise sound independent judgment within general policy guidelines.
- Use tact and diplomacy in handling sensitive political matters.
- Deal constructively with conflict situations.
- Establish and maintain effective working relationships with department directors, City Manager, City Council, commission, employees, and others contacted in the course of work.
- Prepare clear, concise and competent reports, correspondence and other written materials. Communicate clearly and concisely, orally and in writing.
- Make presentations before large and small groups.
- Effectively use computer systems, software applications, and current business equipment to perform a variety of work tasks.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

**Education and Experience:**

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

Possession of a Bachelor’s degree from an accredited college or university with major course work in public administration, business administration, political science, or a related field, five (5) years of progressively responsible managerial experience in a department director or high-level administrative staff position including five (5) years in a supervisory role. A Master’s degree is desirable.

**License and Certificate:**

Possession of a valid driver license and a satisfactory driving record throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently sit for prolonged periods of time, bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Standing in and walking between work areas is frequently required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees must be available to attend day, evening, and weekend meetings, at various sites within and outside the City.