



<b>DATE</b>	May 2013
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT
<b>EEO</b>	

JOB TITLE: Assistant City Manager  
 DEPARTMENT/DIVISION: City Manager’s Office  
 REPORTS TO: City Manager

**SUMMARY:** Responsible for assisting the City Manager in developing, planning, and implementing goals and objectives of the City by providing high level administrative direction to Department Heads. Work is performed under administrative review.

**ESSENTIAL JOB FUNCTIONS:**

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Provides overall direction and facilitation of multiple or the most complex departmental operations.
- Confers with the business community, citizens, and/or other interested parties to discuss needs and related problems or issues. Provides information and assistance to civic organizations dealing with specific problems affecting the City’s welfare.
- Mediates and resolves operational conflicts between and within City departments.
- Meets with City departments to examine City needs regarding technology, the development of programs, and the evaluation department operations.
- Provides complex administrative assistance and support to the City Manager and City Council. Assists the City Council in responding to inquiries and/or requests for information from the citizens.
- Provides direction and guidance to assigned areas, which may include budget administration, policy direction, strategic planning, grant administration, human relations, and/or other related areas. Evaluates performance within assigned City departments, program categories and/or services to ensure prompt, efficient and effective service delivery.
- Prepares and/or reviews complex reports and studies. Makes recommendations on a wide variety of administrative or management policies in support of organizational goals, priorities, and initiatives.
- Gives presentations to citizens, Boards, commissions, employees, area businesses, service agencies, regional groups, and/or other applicable groups to convey information on City programs, service offerings, and/or other related issues.
- Reviews and approves Council agenda items and supplemental materials for presentation at City Council meetings.
- Confers with Directors and staff to review, plan, and discuss policies, programs, strategies, and/or other issues of concern.

- Coordinates the activities of applicable City departments with other government entities and/or contracted agencies.
- Provides advanced level staff support to a variety of committees, teams, and commissions.
- Confers with the City Manager and City Council members to discuss the conditions and needs of the City. Prepares reports, recommendations, and/or responds to inquiries and requests for information.
- Administers and monitors the departmental budget including allocating resources and approving expenditures.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Supervisory responsibility over Department Heads and other support staff.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of contemporary leadership and management principles and practices;
- Knowledge of legislative processes and practices;
- Knowledge of public administration and governmental operations;
- Knowledge of accounting and financial management principles;
- Knowledge of advanced theories and principles related to areas of assignment;
- Knowledge of strategy development principles and procedures;
- Knowledge of program development and administration principles and practices;
- Knowledge of project management principles;
- Knowledge of conflict mediation principles;
- Knowledge of public relations principles;
- Skilled in monitoring and evaluating employees;
- Skilled in prioritizing and assigning work;
- Skilled in speaking in public;
- Skilled in developing long-range strategic plans;
- Skilled in analyzing and developing policies and procedures;
- Skilled in analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Skilled in mediating and resolving conflict;
- Skilled in preparing and administering budgets;
- Skilled in managing change and sensitive topics;
- Skilled in planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in reading, interpreting, applying, and explaining laws, codes, ordinances, rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations;

- Skilled in maintaining sensitive and confidential information;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in General Business Administration or a related field; graduate degree preferred.
- Five years of experience at an upper management level.

**WORKING CONDITIONS:**

- Frequent sitting, talking, seeing, hearing, and manual dexterity.
- Work is typically performed in a standard office environment.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.