

## **ASSISTANT CITY MANAGER**

### **DEFINITION**

Under the direction of the City Manager, provides highly responsible and complex management assistance to the City Manager and City Council in coordinating interdepartmental activities; identifies, analyzes, and proposes solutions to operational problems in areas of expertise; oversees communications and other programs and staff as assigned; analyzes and acts on legislation on behalf of the city; oversees the development of the Council's strategic plan; develops, analyzes and revises operating procedures; and, acts on behalf of the City Manager in their absence.

### **SUPERVISION EXERCISED AND RECEIVED**

General direction is provided by the City Manager. The incumbent serves as a representative of the City Manager's Office and may be assigned responsibilities that relate to both the entire organization and community. Responsibilities include the direct and indirect supervision of management, professional, technical, and administrative support staff through subordinate levels of supervision

### **DISTINGUISHING FEATURES**

This is an executive management classification that oversees, directs, and participates in City activities and projects to assure timely coordination and completion. The Assistant City Manager regularly interacts with the City Manager, City Council, and departmental management in obtaining and coordinating projects and information; participates in budget development and compliance; and, if needed, provides input on behalf of the City Manager during the design of policies and procedures governing special projects. The Assistant City Manager identifies issues that need to be addressed by management early to assure efficient, effective, and consistent program and policy implementation.

### **ESSENTIAL AND IMPORTANT DUTIES**

- Assists the City Manager with the management of the City.
- Works closely with the City Manager and Department Heads to implement policy directives given by the City Council. Assists and participates in the development and implementation of related goals, objectives, and policies.
- Coordinates interdepartmental activities, including follow-up on special projects and/or assignments to assure timely response or completion.
- Provides leadership and oversight to assigned departments.
- Acting in consultation with the City Manager, provides input during budget development and discussions.
- Identifies real or potential operating problems on a citywide basis, and works with departments, as assigned, to resolve conflicts.
- Conducts studies, surveys, and collects information on complicated operational and administrative problems, analyzes findings and prepares reports with practical solutions for review by the City Manager.
- Analyzes existing operating procedures on a citywide basis, recommending revisions or new procedures to promote efficient, effective, and consistent delivery of services.
- Serves as acting City Manager, as assigned.

- Represents the City before the City Council, community, outside agencies, and at professional meetings, as assigned. Represents the City's interests at Federal, State, and Regional meetings and conferences, as needed.
- Conducts legislative analysis to determine the effect of proposed legislation on City operations and finances and acts on behalf of the City and the Council as directed.
- Makes presentations to the City Council and other boards and commissions.
- Responds to citizen complaints and requests for information.
- Manages the City's green programs, including development of the Climate Mitigation and Adaptation Plan, implementing its measures, and providing updates to Council.
- Manages interdepartmental teams and complex projects, gathering and evaluating information and preparing reports and recommendations.
- Oversees Emergency Management Services, including operations of the Emergency Operations Center.
- Supervises, trains, and evaluates staff.
- Responsible for the City's communications programs, including public information, website, newsletters, billboards and other electronic media, etc.
- Evaluates the effectiveness of current systems and procedures. Develops procedures and policies that address identified issues/areas of concern. Works proactively.
- Solicits input from employees and works cooperatively.
- Performs related duties as assigned.

#### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge** of the principles and practices of city management, supervision and public administration; laws related to public administration; principles and practices of local government budgeting and financial administration; dynamics of interpersonal communication and staff relationships; computerized office practices, procedures, methods and equipment.

**Ability** to analyze, interpret and explain policies and procedures; prepare accurate and timely reports and analyses; develop, motivate, manage and provide effective leadership to City personnel. Establish, maintain and foster cooperative and productive working relations with the public, business, industry, and other governmental agencies; lead, motivate, challenge and elicit cooperation from others; be creative; monitor program/project development and make appropriate adjustments; express self clearly and concisely in both verbal and written form.

**Skills** in interpersonal relations; analyzing problems and proposing solutions; negotiating; knowing when to let others take the lead; and computer technology.

#### **EDUCATION AND TRAINING**

Sufficient education and experience to satisfactorily perform the duties of this classification. A typical qualifying background would be five years' experience of a progressively responsible experience in administrative and/or managerial work, and a bachelor's degree from an accredited college or university in public administration or a closely related field. A master's degree in public administration is desirable.

#### **SPECIAL REQUIREMENTS**

Speak clearly and understandably; read; reach; physical stamina and mental alertness to actively participate in evening meetings; travel to meetings and conferences; hear voices and telephones; ability and dexterity to operate a computer.

#### **LICENSE**

Possession of, or ability to obtain, the appropriate California driver's license issued by the State Department of Motor Vehicles.