ASSISTANT CITY MANAGER

DEFINITION
Under the direction of the City Manager: acts as the operations officer for the City Manager, coordinating daily interdepartmental activities; identifying, analyzing, and proposing solutions to operational problems, staff and budgetary issues; analyzes and revises operating procedures; and, acts on behalf of the City Manager in his/her absence.

SUPERVISION EXERCISED AND RECEIVED
General direction is provided by the City Manager. Responsibilities include the direct and indirect supervision of the Finance Director as well as other management, professional, technical, and clerical positions.

DISTINGUISHING FEATURES
The Assistant City Manager functions as the operations officer for the City Manager, monitoring City activities and projects, as assigned, to assure timely coordination and completion. The Assistant City Manager oversees the Finance Department and other departments as assigned; is responsible for budget development and compliance; and, provides input on behalf of the City Manager during policy and budget formulation discussions. The Assistant City Manager makes recommendations to the City Manager for policies/procedures that enhance the organization/operations and is astute in the early identification of problems that need to be addressed by management. Emphasis is on early identification of problems 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, as assigned, 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.
- Oversees the Finance Department and other departments, as assigned.
- Acting in consultation with the City Manager, provides input on operational considerations during budget discussions, focusing on staffing and/or manpower requests and proposing alternative methods of achieving departmental and/or City service needs.
- 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 difficult operational and administrative problems, analyzes findings and prepares reports of 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.
- Conducts legislative analysis to determine the effect of proposed legislation on City operations and finances.
- Makes presentations to the City Council and other boards and commissions.
- Responds to citizen complaints and requests for information.
• Supervises, trains, and evaluates staff.
• Responsible for the City’s public information programs.
• Analyzes the finances of the City and works with the Finance Director to develop optimal financial systems.
• Evaluates the effectiveness of current systems and procedures. Develops procedures and policies that address identified issues/areas of concern. Works proactively.
• Manages the City's risk management program, maintaining reasonable levels of risk retention and insurance for the City. Works with department heads to minimize exposure to incidents that may cause liability for the City or injury to its employees. Ensures prompt and accurate processing of claims, working with the City Attorney, and the City's independent claims administrator.
• Directs the City's information technology program, supervising the Microcomputer Specialist.
• Manages the City's telephone and telecommunications program. Directs the acquisition of equipment and services as well as plans and strategy for future needs.
• 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.