

Assistant City Manager

FLSA Status: *Exempt*

General Definition of Work

Performs complex executive work in the management of various City departments, programs, services, assets, resources and personnel, managing City programs through subordinate department heads and administrators, assessing assigned City programs and operations and identifying needed improvements, enhancements, modifications, resources and expansions, and related work as apparent or assigned. Work involves assisting with the setting of policies and goals under the direction of the City Council and the City Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Organizational Relationship

Serves under the general direction of the City Manager or his/her designee. Leadership, management, and supervision is exercised over subordinate City Departments and personnel as may be assigned. Regular contact with the City Manager's staff, City Council, Department Directors, and Board and Commission members, employees, citizens and a variety of outside agencies and organizations. This individual is a member of the City's Senior Management team and functions at the highest level of leadership in support of the City Manager, City Council, and City Vision. This is a discretionary exempt position. Supervision is exercised over subordinate personnel as may be assigned.

Essential Functions

- Plans and directs various departments, programs, services, assets and personnel of the City as assigned and under the direction of the City Manager.
- Maintains accountability for City operations, administration and services.
- Assists the City Council and City Manager in developing long range goals and objectives for the City; helps to formulate policies and procedures; identifies current and projected needs; evaluates programs/services to identify needed changes, enhancements and/or expansions; ensures City departments and their respective programs and services meet applicable state and/or federal requirements and the needs of the City's residents.
- Manages assigned departments and programs through subordinate administrators and managers; provides guidance and direction and establishes performance standards; identifies expected outcomes; evaluates performance of direct reports; ensures the adherence to state, federal and City personnel laws, policies and/or procedures.
- Plays a significant role in the creation of the City budget; works with the City Manager to plan and address strategic issues, programs, goals and/or services of the City; prepares and presents recommendations to the City Council on the operations, planning and affairs of the City as requested by the City Manager.
- Will represent the City on various local, regional and state boards, organizations, and committees as assigned; considers and evaluates citizen requests, concerns and needs; incorporates same into the administration and planning of City programs/departments as appropriate.

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- Develops, considers and reviews complex agreements and contract documents requiring a strong understanding of contract law issues and the effect on City programs, services, resources, and exposures.
- Selects, trains, directs and inspects the work of assigned department heads and support staff; disciplines, suspends and terminates employees as required; evaluates assigned personnel; develops schedules; approves timesheets; approves leave.
- Compiles monthly, annual, and special project / department management reports as required / needed;
- Gives direction and leadership in developing concepts / ideas and implements processes toward the achievement of the City's philosophy, mission, strategic plan(s) and work program(s);
- Leads, guides and manages department directors with departmental organization, budgetary oversight, project supervision, and the development and execution of procedures, policies, and actions;
- Builds effective working relationships with all City departments, local municipalities, community agencies, as well as regional, state, and national agencies;
- Serves on various boards and commissions as may be assigned; May represent the City Manager during absences or at functions as required for appropriate representation of the City;
- Follows up and carries out various administrative, professional and managerial tasks as needed;
- Assists with Council meeting agenda preparation oversight, specific project management, business process modeling, efficiency reviews, and staff training oversight;
- Receives, investigates, reports, and addresses citizen and/or employee complaints or inquires;
- Coordinates, reviews, and administers Public Information, Social and Digital media content as assigned;
- Performs other duties as may be assigned.

Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices and techniques of public or business administration including municipal finance practices and personnel management. Thorough knowledge of departmental objectives, procedures and organization. Ability to devise detailed procedures and methodology, as well as business process modeling. Thorough knowledge of modern office practices, procedures, equipment and systems. Demonstrated ability to communicate effectively to maintain good working relationships with City Officials, Co-Workers and Department Heads, and the General Public. Demonstrated ability to organize and prioritize multiple tasks and to exercise initiative and discretion. Ability to communicate complex ideas effectively, both orally and in writing. Ability to work collaboratively in a team environment to accomplish organizational goals and be comfortable in all manner of team problem solving. Demonstrated proficiency in working with elected officials, business leaders, non-profits, subordinate employees, etc. in a fast paced, political environment. Experience in managing departments, budgets, and high-profile projects. Ability to maintain confidentiality with sensitive information. Strong presentation skills are crucial. Ability to take technical and complex information and communicate it clearly and concisely to the City Manager and/or City Council to assist in making informed decisions for the organization.

Education and Experience

Combination of education equivalent to a bachelor's degree in public administration, political science, government, planning, public policy, marketing, or related field with applicable government experience preferred. Should have significant direct experience in a senior management position in related field. Previous experience in a local government is highly preferred.

Physical Requirements

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This work is sedentary and requires little exertion of force; work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and occasionally requires standing and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements and Related Obligations

Night, weekend, and holiday hours may be required. Requires the ability to function as a team member and must be adaptable to performing effectively under moderate to varying levels of stress. Requires the ability to embrace change and function as a lead agent of change within the organization. Requires strong oral, written and personal communications skills and the ability to connect with people from all walks of life.