



ASSISTANT CITY MANAGER

DEFINITION

Assist the City Manager in coordinating, directing, and leading the City's municipal operations. Performs complex and responsible administrative work in all areas of municipal government and serves as department/division heads as assigned. Analyzes, proposes and implements solutions to operational problems. Provides highly responsible and complex administrative support to the City Manager and City Council. Act as the City Manager as assigned; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a full-time, senior management position that requires significant leadership, administrative, analytical, and technical skills. This position may serve as a Department Director/Division Head and/or City Designation as assigned, and will serve as the Acting City Manager as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direction and supervision over management, professional, administrative and technical staff members.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include but are not limited to the following:

- Form and maintain excellent working relationships throughout the City, both internally and externally. Develop positive relationships and partnerships that embrace public participation and engagement.
- Advocate for all staff, establishes trust, and encourages collaboration to prioritize and execute identified goals.
- Develop a unified vision and ensure City, departmental and divisional alignment.
- Create an inclusive culture and environment that embraces change and customer service to meet the needs of the community.
- Create and successfully implement a communication strategy; provide clear and consistent information, updates access to information, and develop tools for customers to successfully navigate processes with a strong emphasis on customer service and respect.
- Plan, organize, manage, lead and direct the overall operations of the City, assigned function areas, and assigned departments/divisions, ensuring business continuity and efficiency.
- Serve as a Department Director/Division Head and/or City Designation as assigned, and serve as the City Manager as required.
- Develop, implement, and monitor long-term plans, goals, and objectives focused on achieving the City's mission and City Council's priorities.
- Meet with key department staff to share information, to discuss issues (current, emerging, potential) regarding projects, policies, and programs and to determine priorities and resource management issues on a regular basis.
- Act as City liaison to City regulatory agencies, government entities, and inter-agency committees, including citizen advisory committees. May serve on committees as needed.



- Contribute to the overall quality of City services by developing, reviewing and implementing policies and procedures to meet legal requirements and City and community needs.
- Conduct and present studies on complex operational and administrative problems; analyze findings and prepare reports of practical solutions.
- Facilitate strategic planning process for City Council and City departments as assigned; including goal setting and other process improvement initiatives.
- Attend City Council meetings as appropriate, and provide staff assistance to the City Council in the absence of the City Manager.
- Administer assigned functions, activities, and projects of the City Manager's Office.
- Develop methods to evaluate and measure organizational effectiveness; work with departments to identify and implement solutions to increase organizational effectiveness.
- Lead and direct the administration of assigned function, departments/divisions policies, services, practices, operations and procedures.
- Serve as a Disaster Service Worker, as required.
- Perform related duties and responsibilities as required and other duties as assigned.

EMPLOYMENT STANDARDS

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

Education and Training

Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration or a related field. A graduate degree in a related field is highly desirable.

Experience

Ten (10) years of professional experience related to municipal government experience, or related field that demonstrates an increasing amount of responsibilities, including three (3) years directing a functional area of municipal government.

License

Possession and maintenance of a California Class C driver's license and have a satisfactory driving record.

Advanced Knowledge of

- Principles, practices and techniques of public administration, including the operations and functions of municipal government.
- Principles and practices of municipal management, including supervision and evaluation of personnel, budget planning and preparation and public relations.
- Principles and practices of municipal finance and budgeting.
- Applicable federal, state, and local laws, rules, regulations and best practices.



- Administrative principles and methods, including goal setting, program development and implementation, administration and supervision.
- Current social, political, and economic trends.
- Principles of effective public relations and interrelationships with various community groups and stakeholders.
- Effective leadership techniques and practices.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, regulatory and legislative organizations.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary and punctuation.

Skill/Ability to

- Provide effective leadership and coordinate the activities of assigned functional areas, departments and/or divisions.
- Devise effective and efficient operation methods or procedures.
- Interpret and accurately apply applicable federal, state, and local policies, procedures, codes, laws, ordinances and regulations.
- Identify opportunities for process improvement and make recommendations to enhance governmental operations.
- Select, train, direct, mentor, supervise, schedule and evaluate the work of subordinate staff.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Analyze complex budgetary, management or operational problems and propose solutions.
- Make sound decisions.
- Take a proactive approach to customer service issues and hold others within the department accountable for this effort.
- Maintain confidentiality regarding sensitive information.
- Communicate clearly and concisely, both verbally and in writing, which includes preparing and presenting clear, well-organized and concise reports.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Model and coach others in correct City safety practices and identify, correct and report safety hazards.
- Work in a standard office environment with some ability to sit/stand for long periods of time, with prolonged exposure to a computer screen and extensive public contact.
- Travel to different sites and locations.
- Work evenings and weekends, and respond off-hours to various emergency situations.
- Serve as a Disaster Service Worker.



Adopted Date: 02/10/2014

Status: Exempt

Bargaining Unit: N/A – Unrepresented

Revised Dates: 10/12/2020

Former Titles:

Abolished:

Resolutions: