



## **POSITION DESCRIPTION**

### **ASSISTANT CITY MANAGER**

#### **DEFINITION**

To assist the City Manager in managing and directing the activities of City departments and in providing administrative guidance to executive staffs to plan, direct, and manage the City's personnel and employee relations functions; to coordinate programs having organizational-wide impact; and to provide highly complex staff assistance to the City Manager.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager.

Exercises direct supervision over professional, technical and clerical personnel.

#### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

In the absence of the City manager, to assume the responsibility of the City Manager as needed.

Review, interpret, develop, modify and implement City administrative policies and their application to specific situations in departments; and resolve conflicts involving multiple departments in matters/issues not addressed by existing City Policies and procedures.

Coordinate, maintain and supervise the administration of effective personnel policies, practices and procedures, advising management and employees in their interpretation when necessary.

Plan, direct, and manage the classification, compensation, benefits recruitment and selection and employee evaluation programs for the City.

Formulate, recommend and coordinate the implementation of policies, rules and practices for carrying out the City's personnel program.

Negotiate and/or oversee the negotiations with employee organizations; perform needed research, maintain records and prepare, process and implement memoranda of understanding as they pertain to personnel matters.

## **EXAMPLES OF DUTIES**

Advise management and employees regarding grievance procedures and coordinate and monitor grievance process.

Direct and manage the maintenance of the City's personnel files.

Coordinate personnel activities with other City departments to ensure compliance, and adherence to pertinent laws, regulations, and guidelines.

Supervise and participate in the preparation of various personnel reports.

Manage, review and make recommendations, in coordination with City Manager and City Attorney, regarding personnel actions and a variety of related legal issues.

Administer the functions and activities of the Office of the City Manager.

Build and maintain positive working relationships with co-workers, other city employees and the public applying principles of positive customer service and communication skills.

Represent the City and Office of the City Manager to outside agencies and organizations; participate in outside community and professional groups and committees: provide technical assistance as necessary.

Research and prepare technical and administrative reports: prepare written correspondence: provide periodic reports on department activities to Personnel Board and City Council. attend Council and other meetings as required.

Provide technical and administrative support to the Personnel Board; prepares staff reports and implements projects, as assigned.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

Knowledge of:

Principles and practices of public administration, including city government.

Principles and practices of administrative analysis.

Knowledge of:

Principles and practices of policy development and implementation.

Principles and practices of leadership, motivation, team building and conflict resolution.

Principles and practices of business correspondence and report writing.

Pertinent local, state and federal laws, rules and regulation.

Budgeting procedures and techniques for a public agency.

Principles and practices of organizational analysis and management.

Principles and practices of public personnel administration including methods and techniques used in employee relations, negotiations, contract administration, recruitment and selection, classification, salary administration and benefits administration.

Principles and practices of supervision, training and personnel management.

Modern office procedures and computer equipment.

Ability to:

Assist in the planning, direction and control of the administration and operation of municipal departments.

On a continuous basis, analyze budget and technical reports interpret and evaluate staff reports: know laws, regulations and codes; observe performance and evaluate staff: problem solve issues of City-wide application; remember various personnel rules; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk: perform simple grasping and fine manipulation: use telephone and communicate through written means.

Develop and implement polices and procedures having Citywide application.

Ability to:

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer city budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply City policies, procedures, rules and regulations.

Communicate clearly, concisely, tactfully and persuasively in both oral and written forms.

Supervise, motivate, train, and evaluate assigned personnel.

Establish and maintain working relationships with those contacted in the performance of required duties.

### Experience and Training

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

#### Experience

Six years of increasingly responsible administrative experience in municipal government including two years of management responsibility and/or two years of responsible personnel management experience.

#### Training

Equivalent to a bachelor's degree from an accredited college or university with major course work in business or public administration or a related field. A master's degree is desirable.

Effective Date: February 12, 1998

Resolution Number: 1996-6

Revision History: