

ASSISTANT CITY MANAGERDEFINITION

This is highly responsible administrative work assisting the City Manager in planning, coordinating and directing the activities of the City and serving as the City Manager in his/her absence.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assists in the overall management of City operations and serves as principal advisor to the City Manager regarding operational, administrative, and budgetary matters in all City agencies. Confers with the City Manager, City Council, and department heads concerning the priorities, programs, and issues of various City departments and the development or modification of programs and policies. Confers with and advises various departmental directors on administrative matters, issues, problems, and political considerations related to the planning, programming, staffing and organization of their departments. Assists departments in developing and refining strategic plans in line with the City's vision and goals, and ensures that directors work together to support the philosophies of the City Manager and City Council. Reviews and approves proposed departmental budgets. Evaluates department directors' performance and determines their performance incentive awards. Confers with and makes recommendations to the Redevelopment Agency on policies and activities concerning the planning, development and promotion of redevelopment projects. Reviews and approves proposed ordinances and resolutions affecting City operations. Confers with the representatives of County, State and Federal agencies on matters pertaining to the activities of City government. Confers with the public and civic groups on important matters or complaints and the interpretation of City policies and practices. Represents the City Manager at meetings, grievance hearings, and on other occasions in his absence or when otherwise directed.

DISTINGUISHING FEATURES OF THE CLASS

This employee is responsible for assisting in the coordination of work of the several City departments in order to relieve the City Manager of much of the administrative and supervisory details associated with their operation. He or she works closely with the City department heads, assisting them in the development of sound departmental organizational structure and appropriate staffing patterns. The work involves frequent conferences with the City Manager as well as other departmental officials, City Council, County and local officials and civic groups.

MINIMUM BASIC QUALIFICATIONS

Extensive experience in work affording familiarity with a wide variety of problems involved in municipal administration, including five years of responsible administrative experience, and graduation from a four-year college or university with specialization in government, public or business administration or a related field, or any equivalent combination of experience and education.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of public administration with particular reference to municipal administration; knowledge of the functions of municipal government and the personnel, methods, materials and techniques employed in the operation of such government; considerable knowledge of the ordinances and the regulations regarding general municipal operation; ability to establish and maintain effective working relationships with subordinates and other officials; ability to express ideas clearly and concisely both orally and in writing.

Revised: 01/03

ADA approved: 01/03