

**CLASS SPECIFICATION
Assistant City Manager**

GENERAL PURPOSE

Reporting to the City Manager, the Assistant City Manager serves as the principal assistant in the development and implementation of City policies, programs and operations.

DISTINGUISHING CHARACTERISTICS

The Assistant City Manager is appointed and serves at the will of the City Manger. The incumbent serves as the principal assistant in the development and implementation of City policies, programs and operations. The Assistant City Manager oversees the general activities of the Administrative Services, Finance, Fire, Human Resources, Police, and Parks & Community Services departments. Administrative, organizational and budget issues are a major focus of this position. Specific areas of emphasis include employee relations, budget oversight, public safety contracts, community relations, and intergovernmental relations. The Assistant also serves as Acting City Manager when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Serve as a key advisor to the City Council, City Manager, and executive team on a wide variety of policy and operational issues.
2. Lead a comprehensive effort to assess the City's organizational effectiveness, including the development and implementation of specific improvements including policy and procedural revisions.
3. Conduct studies, surveys, and collect information on difficult organizational and administrative problems, analyze findings and prepare reports of solutions for review by the City Manager.
4. Act as the City's Employee Relations Officer, participating in meet and confer sessions with employee association.
5. Assist in the development and be a key agent in implementing the City's overall strategic and economic objectives.
6. Enhance the fiscal strength of the City.
7. Analyze, interpret, and apply City policies, rules, regulations and procedures.
8. Monitor, analyze and make recommendations on regional and county wide issues that may impact the City.

9. Engender internal and external trust and confidence in city government.
10. Serve as Acting City Manager as assigned.

QUALIFICATIONS

Knowledge of:

1. Municipal administrative methods, procedures, and functions.
2. Principles of public and business administration, including public finance and personnel administration.
3. Applicable federal and state laws, rules, and regulations regarding local government operations.
4. Principles of effective public relations with community groups and agencies, private businesses and firms, and other governmental agencies.
5. Responsibilities and obligations of public officials and administrative agencies in the State of California.
6. Principles and practices of public administration, including budgeting, financial planning, purchasing, contracting and maintenance of records.
7. Principles and practices of effective management and supervision.
8. City human resources policies and procedures and labor contract provisions.

Ability to:

1. Define complex legal and organizational issues, perform research, analyze problems, evaluate alternatives and develop sound expert conclusions and recommendations.
2. Represent the City effectively in negotiations and other dealings on behalf of the City and the City Council.
3. Exercise sound, independent judgment within general policy guidelines and legal parameters.
4. Interpret state and federal laws, regulations, legislation and constitutional provisions affecting municipal operations.
5. Use effective written and oral communication skills, including explaining complex and unfamiliar principles to non-technical audiences; prepare clear, concise and comprehensive correspondence, reports and other written materials.
6. Perform highly detailed work on multiple, concurrent tasks and work under changing and intensive deadlines with frequent interruptions.
7. Provide effective leadership and coordinate the activities of a municipal organization.

8. Analyze, interpret, summarize, and present administrative and technical information in an effective manner.
9. Appraise situations and people accurately and quickly, and adopt effective courses of action.
10. Be approachable, diplomatic and politically astute, without being political. Be flexible and unbiased, with a high level of integrity.
11. Select, train, supervise, and evaluate staff; and provide quality customer service and team building.
12. Prepare and present speeches and oral presentations to the City Manger, City Council, commissions and other public or private community groups.
13. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
14. Remain neutral on issues where there are competing political agendas.
15. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned or upset individuals.
16. Establish and maintain effective working relationships with elected officials, City management and staff, officers of the court, litigants and their attorneys, complainants, representatives of other public agencies, business and community leaders, media representatives, City residents, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a Bachelor's degree in public or business administration, or closely related field is required. A Master's degree is highly desirable. Substantial senior management experience dealing with a wide variety of local government issues and land development is expected.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with elected officials, City management and staff, representatives of other public agencies, business and community leaders, media representatives, City residents, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.