

## **ASSISTANT CITY MANAGER**

### **Definition**

To provide highly responsible administrative staff assistance to the City Manager in the development, implementation, and administration of City programs and operations.

### **Supervision Received and Exercised**

Administrative direction is provided by the City Manager.

Responsibilities include direct supervision of professional staff and indirect supervision of department management staff.

### **Examples of Duties**

Duties may include, but are not limited to, the following: Direct and participate in the development and implementation of goals, objectives, policies, and priorities; relieve City Manager of direct responsibility over coordination of City departments by assuming delegated authority for controlling routine operations and directing resolution of personnel, budgetary, and administrative issues and problems; conduct studies, surveys, and collect information on difficult operational and administrative problems, analyze findings and prepare reports of practical solutions for review by the City Manager; confer with department heads and employees regarding policy and procedure changes; prepare materials for the City Council agenda; assist in overall agenda preparation; assist City Manager in coordination of City Council meetings; assign and coordinate all management staff work resulting from City Council meeting actions; participate as a member of the City's labor relations team; participate in the preparation of the annual budget and in budget control activities; represent the City to community groups, City task forces, committees and boards; analyze, interpret, and apply policies and procedures; respond to citizen complaints and requests for information, coordinate City's Service Request System; coordinate activities of the City Manager's office with City departments and divisions, and with outside agencies; select, supervise, train, and evaluate staff; serve as Acting City Manager as assigned; perform related duties as assigned.

## **Employment Standards**

### **Education and Experience**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

*Experience:* Five years of increasingly responsible administrative experience in municipal government.

*Education:* Equivalent to a Bachelor's Degree from an accredited college or university with major work in public administration or a closely related field. A Master's Degree is desirable.

### **Knowledge and Abilities**

*Knowledge of:* Functions, principles, practices, and techniques of public administration; principles and practices of management and supervision; research techniques, sources and availability of information, and methods of report presentation; applicable federal, state, and local laws, rules and regulations pertaining to local government operations.

*Ability to:* Analyze a variety of administrative problems and to make sound policy and procedural recommendations; communicate clearly and concisely, orally and in writing; properly interpret and make decisions in accordance with the laws, regulations, and policies; prepare complete and accurate reports.