



## Assistant City Manager

---

### JOB CHARACTERISTICS

#### **Purpose**

Assists the City Manager in directing the operations of the City government, and coordinating inter-departmental activities. Is specifically responsible for providing oversight and for guidance of the Public Works, Community Development, General Services, and Housing and Community Services departments. Provides project leadership for major City issues. Represents the City Manager's Office inside and outside of the City government. Provides professional analysis and advice to the City Council and City Manager; directs and controls the functions and staff assigned. Makes oral presentations and prepares reports, recommendations, and correspondence. Serves as acting City Manager as assigned. Performs related work as required.

#### **Equipment, Methods & Guidelines**

Uses Federal, State, and local laws and regulations. Uses City vehicles, telephones, and computer system.

#### **Working Conditions**

Work is conducted primarily in an office setting. Also involves some travel and frequent attendance at meetings, including many that may be conducted during the evening or on weekends, and irregular hours as necessary to meet deadlines and achieve objectives.

#### **Physical Demands**

Emphasize speech, hearing, and vision.

#### **Supervisory Guidance Received/Given**

The City Manager provides general administrative direction. The position is held accountable for the functions assigned. Supervision given by the class includes exercising the full range of supervisory and managerial authority over assigned subordinates.

#### **Allocation Factors/Distinctions**

Assistant City Manager position is appointed by the City Manager and is an appointive executive managerial position in the City's Exempt Service.

### EXAMPLES OF DUTIES

1. Is responsible for directing the operations of City government, and for coordinating inter-departmental activities as requested by the City Manager.
2. Provides general direction and coordination for day-to-day activities of the Public Works, Community Development, General Services, and Housing and Community Services departments.
3. Is responsible for the preparation of the City's Capitol Improvement Program.
4. Provides professional analysis and advice to the City Council, City Manager, City departments, City committees and commissions related to areas of responsibility.
5. Participates in committee, staff, City Council, and other public agency meetings and conferences. Makes presentations to groups such as the City Council, boards and commissions, citizen groups, and other public agencies.
6. As a member of the City's Executive Management Team, assists the City Manager in the overall administrative and policy planning process of the City.
7. Sets work priorities, evaluates work performance, takes official disciplinary actions as necessary, and identifies and/or resolves subordinates' complaints.
8. Directs City facility construction, renovation, or remodeling including space allocation and maintenance of interior furnishings.

9. Initiates or conducts special studies as assigned and prepares reports with recommendations for appropriate action.

**DESIRABLE QUALIFICATIONS**

**Knowledge and Abilities**

Thorough knowledge of the concepts, principles, and trends of public and business administration, including fiscal, organization, personnel principles, and methods; knowledge of research methodology, including statistical and financial analysis. Ability to conduct, analyze, and make recommendations on a variety of administrative activities; to effectively supervise and coordinate the work of assigned personnel; to interpret and effectively apply pertinent aspects of related Federal and State laws and regulations; to communicate skillfully and effectively orally and in writing; and to establish and maintain cooperative and effective relationships with those contacted in the course of the work.

**Education/Experience**

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

**Education:** Possession of a Bachelor's Degree in Public Administration, Business Administration, or other appropriate field. Master's Degree in Public Administration is highly desirable.

**Experience:** Six years of increasingly responsible governmental management experience, including three years in directing work of or supervising others.

**Other Requirements**

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.