



Assistant City Manager

Department/Division:	City Manager's Officer
Reports To:	City Manager
Provides Direction To:	Assigned departmental managers, supervisors, professional and administrative support staff for transitional leadership
Date Prepared:	April 21, 2022

GENERAL PURPOSE

Under general direction of the City Manager, plans, directs, leads, and manages the development and execution of assigned City-wide programs, projects, and services; directs and administer the City's public information, cable franchise, social media, and intergovernmental relations and legal services; oversees and conducts a variety of complex analyses and oversees the work of assigned staff; represents the City Manager; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position serves as the second-in-command position within the City. The Assistant City Manager assumes responsibility for a variety of initiatives and leads and oversees the development and implementation of a range of programs and projects of high importance to the City Manager and executive team. This position acts on behalf of the City Manager in the absence of this position.

ESSENTIAL FUNCTIONS

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 the class.

1. Assists in developing, planning and implementing administrative policies, goals and objectives for the City and work standards and performance accountabilities for specific services and programs and provides leadership direction for designated departments.
2. Plans, directs, and oversees public information, social media, and media relations programs in concert with the City Manager and in support of the City Council, and coordinates legal services with City Attorney.
3. Researches and tracks legislation, regulations, and programs having community-wide impact and involving legislative representatives, state and local agencies, community leaders, and planning bodies and reports on issues and opportunities.

4. Assists the City Manager in planning, organizing, and directing the operations, services, and activities of assigned City departments and programs; relieves the City Manager of day-to-day routine operations.
5. Leads and implements initiatives, directives, policies and work plans on behalf of the City Manager; assigns projects and programmatic areas of responsibility; meets with executive team and management and professional staff to identify and resolve organizational and operational problems both within departments and across departmental lines.
6. Evaluate the efficiency and effectiveness of City-wide service delivery methods and procedures, administrative practices, technology, and opportunities for improvement; directs the implementation of changes.
7. Provides highly responsible administrative and technical staff assistance to the City Manager and City Council; conducts specific and comprehensive analyses on a wide range of municipal policies, procedures, and issues including organizational, administrative, management, fiscal, budgetary, funding, policy, or procedural issues; researches, analyzes, presents, and implements recommendations.
8. Works with Director of Administrative Services/Treasurer and other department heads in developing, coordinating, administering and monitoring the City budget; directs the forecasting of additional funds and sources of revenues; reviews and controls programs and projects to ensure cost effectiveness.
9. Meets and confers with individual and groups of citizens; explains and interprets City operations, programs, policies, and activities; reviews and responds to City Council member and citizen requests for service and complaints; negotiates and resolves sensitive, significant and controversial issues.
10. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal government and through interfaces with State, regional, and local planning bodies.
11. Oversees Emergency Operations Center and functions as Public Information Officer.
12. Serves as acting City Manager as required.

QUALIFICATIONS GUIDELINES

Knowledge of:

Theories and practices of municipal government, intergovernmental relations, public policy, social media and community relations; applicable federal, State, and local laws, codes and ordinances, and rules and regulations; principles of effective public relations in working with City Council, civic and business groups, media, and the general public; program development, public policy, and project management; grants administration, including acquisition, implementation, and monitoring processes; techniques for

effectively representing the City in contracts with governmental agencies, community groups, various businesses, professional, regulatory, and legislative organizations.

Ability to:

Participate in the development, implementation, and administration of programs, policies, projects, budgets, and activities; negotiate policy positions and representational interests; evaluate community, organizational, and City Council issues, concerns, and needs; analyze problems, identify appropriate solutions, and implement recommendations; prepare clear, concise, and comprehensive administrative, financial, and technical reports and appropriate recommendations; use office technology, social media platforms and City website and communications platforms to convey unique City programs and services; understand, interpret, explain, and apply applicable federal, State and local policies, laws and regulations; communicate effectively, both orally and in writing; establish, cultivate, and maintain effective working relationships with City Council, department directors, officials, public and private representatives, community groups and business representatives, vendors, contractors, consultants, and the general public.

Education/Training/Experience:

Bachelor's degree from an accredited four-year college or university with a major in Public Administration, Public Policy, Finance, or a related field is required. A Master's degree in Public Administration, Finance, or a highly related field is desirable. Five years of responsible managerial, professional, leadership, and administrative experience involving varied interdepartmental programs and services is required.

Licenses; Certificates; Special Requirements:

Valid Class C California driver's license, acceptable driving record, and proof of insurance in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours in order to attend meetings, conferences, events, and other functions on behalf of the City, including evening and weekend hours.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees 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 class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands or arms. The employee occasionally walks and stands and lifts and moves records and documents weighing 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple concurrent tasks; work under changing and intensive deadlines with frequent interruptions; and interact with City officials, media, citizens groups, employees 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.