

DEFINITION:

Under administrative direction, assists the City Manager in the general management of City operations through supervision of various departments; develops and directs programs that promote commercial and economic development beneficial to the City; supervises and direct The City's labor relations programs; act for the City Manager in his absence; and performs special assignments, projects and studies.

EXAMPLES OF DUTIES:

NOTE: The duties performed by Assistant City Manager include, but are not limited to, the following:

1. Provides overall administrative direction to the City's Community Development, Community Services, Airports, Public Works, Electric Utility and Customer Service Departments.

Measures: Provision of efficient and effective public service by the departments.

2. Coordinates inter-departmental activities with department heads and other City personnel.

Measures: Cooperative and effective relationships between departments.

3. Plans, organizes and coordinates economic development activities with City departments, public agencies, and private parties.

Measures: Expansion of local businesses, attraction of new manufacturing and retail firms, cooperative relationships with other economic development agencies.

4. Prepares and presents recommendations regarding economic development and fiscal issues.

Measures: Development and implementation of a cost effective economic development program.

5. Plans, organizes, and directs the City's labor relations program involving ten bargaining units.

Measures: Stable relationship with organized employees, etc. or some such.

6. Assists the City Manager in implementing City Council policies and directives.

Measures: Timely and effective administration of Council policy.

7. Represents the City at meetings with other agencies, business groups, community groups, and

the public.

Measures: Effective and professional representation.

8. Coordinates and participates in the preparation of the annual City budget, including expense control measures.

Measures: A balanced budget which reflects Council's priorities.

9. Makes presentations on a variety of municipal subjects to the City Council, and other boards and commissions as required.

Measures: Effective presentations which facilitate Council and Board and Commission decision making.

10. Works with public groups and organizations to develop and implement a cohesive development policy for the City.

Measures: Continued growth and expansion of the City's economic base, commensurate with Council policy and City Manager direction.

11. Supervises, trains, and evaluates staff.

Measures: High level of service to the public provided by a competent, motivated and professional staff.

12. As authorized in the Municipal Code, discharges the powers and duties of the City Manager in the City Manager's absence.

Measures: Manages the administration of the City according to all laws or ordinances pertaining to local government.

13. Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles of public administration; principles and methods of administrative analysis, personnel and fiscal management; principles, methods and procedures of City and regional planning, including current trends and economic aspects of planning issues; standards applied to analysis of land use, economic feasibility studies, financial reporting; statistical methods; principles of public finance and local government organization.

Ability to:

Interact effectively with the public and employees. Analyze a variety of administrative problems and make sound policy and procedural recommendations; communicate clearly and concisely, orally and in writing; properly interpret and make decisions in accordance with laws, regulations, and policies; prepare complete and accurate reports; supervise, evaluate, and train staff.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's Degree from an accredited college, university, or equivalent with major work in Public Administration, Economics, Social Sciences, or a closely related field. Advanced degree preferred.

Experience:

Typical experience would include ten years of progressively responsible administrative experience in municipal government, including appropriate management and supervisory experience is required.