

## **ASSISTANT CITY MANAGER**

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### **DEFINITION**

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The Assistant City Manager is an exempt management position. The Assistant City Manager, along with the Deputy City Manager, is a principal assistant to the City Manager; and as directed, acts for the City Manager in his/her absence; within the City Manager's office is responsible, in conjunction with the City Manager and Deputy City Manager, for managing the day-to-day activities of the various departments, with direct oversight of the Departments of Engineering and Project Management, Public Works, and Transportation.

### **DISTINGUISHING CHARACTERISTICS**

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General supervision is received from the City Manager. Exercises supervisory responsibilities in conjunction with the City Manager and Deputy City Manager over professional and support staff, and City personnel. This is a department director position and serves as a member of the City's management team. The employee in this position works under the direction, is appointed by, and serves at the pleasure of the City Manager.

### **REPRESENTATIVE DUTIES**

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*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job function for this class.*

1. Serves as a principal assistant to the City Manager in a variety of administrative, coordinative, analytical and liaison capacities, and serves as Acting City Manager upon the request or absence of the City Manager and/or Deputy City Manager.
2. As assigned, either personally or through others, undertakes a variety of special studies and projects.
3. Serves as the Public Works Director, and also oversees the Departments of Transportation, and Engineering and Project Management.
4. Assists the City Manager in keeping the City Council apprised of municipal matters and intergovernmental issues for potential policy and/or public relations determinations.
5. As directed, provides management advice and assistance to operating departments, with a focus on Public Works, Engineering and Project Management, and Transportation.
6. Under the direction of the City Manager, exercises overall responsibility for the delivery of City services.
7. Assists the City Manager overseeing the preparation of the City Budget.

8. Coordinates department activities with those of other City departments.
9. Assists in identifying training needs and session planning. Develops strategies for same.
10. Assists in the formulation and implementation of City policies and procedures.
11. Interacts with other city and county agencies on a regular basis.
12. Interacts with the public on a regular basis and attends various city and public events.
13. Performs other duties as assigned by the City Manager.

## **EMPLOYMENT STANDARDS**

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### **Knowledge of:**

Thorough knowledge of modern municipal government principles and practices, particularly as they apply to overall city government.

### **Skills:**

1. General management skills to include goal setting, planning, organizing, staffing, decision making, coordinating, problem solving, conflict resolution, negotiations, budget preparation, and administration.
2. Excellent writing and speaking skills.

### **Education:**

Bachelors degree from an accredited university or college in a field of study appropriate to municipal management, or any combination of training and experience that provides the desired knowledge and abilities. A Masters degree in public or business administration is desirable.

### **Experience:**

A minimum of five years of progressively more responsible and varied experience in public management; municipal management experience preferred.

### **Special Requirements:**

Sitting, standing, walking, some stooping and bending; dexterity and coordination to handle files and other references materials; occasional lifting of objects up to 25 lbs.; moving from place to place within an office; some reaching for items above and below desk level; strength, dexterity, coordination and vision to use a keyboard and computer.

### **License:**

Possession of a valid Class C California driver's license.

## **WORKING CONDITIONS**

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Generally clean work environment with limited exposure to conditions such as dust, fumes, odors or noise; daily use of a computer; some travel by car may be required to attend meetings outside of normal business hours; long hours including evenings and weekends are frequently required.