



ASSISTANT CITY MANAGER

Definition:

Under the direction of the City Manager, directs the operations of the Finance Division, Transit Division, and Human Resources Office, and oversees the information technology contract and risk management services.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Provides direct and complex assistance to the City Manager and City Council.
2. Directs and participates in the development and implementation of citywide and departmental goals, objectives, policies, procedures, and priorities.
3. Conducts studies assigned by the City Manager and make reports containing findings and recommendations for the solution of various management problems.
4. Provides advice and counsel to City officials in connection with the solution of administrative operating problems.
5. Prepares materials for City Council agenda and assist in overall setting of the City Council agenda and coordinates meetings.
6. Assigns and coordinates all administrative and management staff work resulting from City Council meetings.
7. Represents the City Manager's office in intergovernmental, interdepartmental, community, and professional meetings as required.
8. Interacts effectively with City Council, City Commissions and Committees, staff, employees, and the general public to answer questions and provide information.
9. Provides assistance and staff support on issues relating to departmental areas.
10. Compiles and analyzes a wide variety of data and handles special projects as assigned.
11. Assists in the selection, supervision, training, and evaluation of staff.
12. Serves as Acting City Manager when assigned.
13. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principles and procedures of public administration, hands on knowledge of current practices of municipal and redevelopment finance, budget procedures, investment strategies and implementation, and administration of debt management.
- Planning, organizing, and directing a multi-faceted department.
- Relevant mathematical principles and functions and professional writing techniques.
- Principles and practices of bookkeeping, finance, and accounting.

- Principles and practices of fiscal, statistical, and administrative research, data analysis, and report preparation.
- Office procedures, methods, and equipment, including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

- Prepare clear, concise, and comprehensive reports and written materials.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain extensive records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Master's degree in Public Administration, Management, or a closely related field, and 8-10 years progressively responsible experience in local government in a directly applicable field, with five of those years in a supervisory/management capacity; however, the City is open to other appropriate combinations.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and on weekends.