

ASSISTANT CITY MANAGER

JOB SUMMARY:

Under general direction of the City Manager and in accordance with established procedures assists the City Manager in directing the operations of all departments in compliance with policies established by the City Council; serves as City Manager in the City Manager's absence; provides direct supervision to City Manager's office staff and direction to department directors; performs related duties as required pursuant to provisions of the Municipal Code.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.

1. Meet with the City Manager and City Council, collectively and individually, to discuss the conditions and needs of the City; prepare reports, recommendations or respond as needed or as requested by the City Manager.
2. Meet with departmental directors, managers and staff to review, plan and discuss policies, programs, strategies and issues of concern.
3. Confer with or address the business community, citizens and others to discuss City needs and challenges; provide information and assistance to civic organizations dealing with specific problems affecting the City.
4. Coordinate the activities of the City government with contracted agencies.
5. Evaluate and direct the work of subordinate staff; participate in selection of department directors.
6. Supervise the daily operations of the City Manager's office and staff.
7. Serve as liaison with the Los Angeles County Sheriff's Department.
8. Supervise, train and evaluate personnel.
9. Provide direct guidance to Human Resources and Parks and Recreation and Community Services.
10. Assist the City Manager in preparing and administering the City budget.
11. Mediate and resolve operational conflicts between and within City departments.
12. Prepare reports, studies and recommendations on a wide variety of administrative or management policies.
13. Provide staff support to various committees and commissions.
14. Serve on primary emergency response team in case of emergency or disaster pursuant to the City Emergency Plan.
15. Perform related duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree from an accredited four-year college or university with major course work in public administration, business administration or related field and five years increasingly responsible administrative experience in the planning, coordinating and financing of a municipality or public agency.

KNOWLEDGE OF:

- Municipality management of City activities and services.
- Principles and practices of public administration.
- Management theory and practice.
- City organization, structure, operations, policies and objectives.
- Community and public relations.
- Applicable City ordinances.
- Budget preparation and management.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Principles and techniques of public speaking and public relations.
- Software programs to operate personal computer.

SKILL AND ABILITY TO:

- Administer City operations in accordance with the City Charter and established policies of the City Council.
- Assure City program objectives are met.
- Plan and administer a balanced budget.
- Plan, direct and coordinate City departments and programs.
- Maintain effective community and public relations.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Prepare and review reports and budgets.
- Establish and maintain cooperative and effective working relationships with others.
- Attend, chair and provide leadership to various meetings and committees.
- Meet schedules and timelines.
- Plan and organize work; operate personal computer.
- Direct and evaluate the work of others.
- Present ideas and concepts persuasively individually and before groups.
- Review and approve official documents according to established guidelines and limits.
- Analyze situations accurately and adopt an effective course of action.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid California Class C Driver's License.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while

performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to grasp objects and manipulate materials
- Ability to reach, pull and lift
- Required to talk or hear to accomplish work.
- Ability to stand, walk, sit, stoop, kneel, or crouch.
- Ability to see in order to review material and adjust focus.
- Ability to perform work that is primarily sedentary
- Subject primarily inside environmental conditions office conditions
- May be required to attend periodic evening meetings and/or to travel within and outside of City boundaries.
- May be required to work holidays and/or weekends on occasion.