



## **Job Description**

### **Assistant City Manager**

Reports to: City Manager  
 Department: City Manager's Office  
 FLSA Status: Exempt  
 Class Code: 90102  
 Pay Grade: 126  
 Approved:  
 Last Revised: N/A

#### **BRIEF DESCRIPTION:**

The purpose of this position is to assist the City Manager and coordinate and direct the City's day-to-day operations as delegated by the City Manager. This is accomplished by directing the activities of assigned City departments and administrative staff; developing and implementing policies and procedures; responding to inquiries and requests; developing goals and objectives for areas of responsibility; reviewing the status of major projects; evaluating staff performance; developing and monitoring strategic plans; and coordinating activities with Council Members and outside agencies. Other duties include advising the City Manager, resolving problems or conflicts that may arise, and acting in the absence of the City Manager. Subject to general supervision and policy determinations of the City Manager, duties of this position are carried out with wide latitude, judgment, and discretion.

#### **ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Provides general assistance to the City Manager and serves as Acting City Manager when the Manager is absent; directs and participates in the development and implementation of goals, objectives, policies, procedures, and priorities; assists Manager in policy development and implementation of City's long-term strategic planning; analyzes City's performance and makes recommendations to improve performance; coordinates and provides oversight of assigned City departments; supervises the	80%



		City's public information program; directs staff in the preparation of City Council meeting agendas and follow-up actions resulting from Council meetings; assists City Manager in role of Chief Budget Officer, including extensive budget preparation and budget execution duties; coordinates cross-departmental projects; advises City Manager, City Council, department heads, and others on matters pertaining to public policy; carries out the Manager's directives regarding interpretation of policy and represents the Manager in resolving problems and conflicts within City government.	
2	S	Acts as liaison to other governmental agencies, university entities, businesses, neighborhoods, and community groups on behalf of the Manager; receives, investigates, and resolves citizen and employee concerns; handles special projects as assigned.	20%

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

### Knowledge of:

- general laws, ordinances, and administrative policies governing municipal practices and procedures;
- City department functions, programs, policies, and related practices;
- principles and practices of local government fiscal management and long-term strategic planning;
- policies and practices of municipal services.

### Ability to:

- formulate and implement policies and procedures related to municipal administration;
- plan, direct, supervise, and evaluate work performed by department heads and support staff;
- establish and maintain harmonious working relationships with department heads and governmental officials;
- perform long-range fiscal planning and to advise the City Manager and City Council on formulation of fiscal policy;
- read, interpret, and write complex reports;
- use conflict resolution and negotiation skills;
- communicate well one-on-one or in a group setting;
- maintain good relationships with the general public;
- work with diverse community groups on municipal issues;
- assume the role of City Manager in his or her absence;
- work cooperatively with media representatives, other employees, other agencies, elected officials, and the general public.



## JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over nine years experience.
Supervision	Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	This job title has responsibility for final approval of budgetary recommendations to the City Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid driver's license; residency within the corporate City limits.



## OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

## PHYSICAL DEMANDS:

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	making presentations, observing work duties, observing work site
Sitting	F	desk work, driving, meetings
Walking	O	to other departments/offices/office equipment
Lifting	R	files, supplies
Carrying	R	files, supplies
Pushing/Pulling	R	file drawers
Reaching	R	for files, for supplies
Handling	F	paperwork
Fine Dexterity	F	calculator, computer keyboard, telephone pad
Kneeling	R	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	R	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	from computer to telephone
Climbing	R	stairs
Balancing	N	
Vision	F	computer screen, driving, observing work site, reading
Hearing	F	communicating with co-workers and public and on telephone
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	R	driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computer hardware and software, printer, scanner, fax machine, telephone, calculator, Microsoft Office Suite, vehicle

**ENVIRONMENTAL FACTORS:**

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



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**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
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\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.