



July 2019  
FLSA: Exempt

## **ASSISTANT CITY MANAGER**

### **DEFINITION**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the City Manager's Department and the Community Services Department including oversight of the City's Emergency Preparedness Program, facility rental program, community events, and recreation, senior and Youth Commission programs; assists in the coordination of City operations; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager. Exercises supervision over professional, technical and administrative staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This is an executive management classification that oversees, directs, and participates in all activities of the City Manager's and Community Services Departments, including short-term and long-term planning, development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a wide variety of areas. Responsibilities include coordinating the activities of the departments with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the departments. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provide assistance and support to the City Manager with the operational management of the City; analyze, recommend, and implement strategic polices and initiatives.
- Assumes full management responsibility for the City Manager's and Community Services Departments and activities; establishes City-wide goals and objectives for the departments.
- Develops, directs, and coordinates implementation of goals, objectives, procedures, policies, and work standards for the City Manager and Community Services Departments; establishes, within City policy, appropriate budget, service, and staffing levels.
- Services as a City liaison to public safety agency partners in the administration and implementation of the Emergency Operations Plan.

- Manages and participates in the development and administration of the departmental budgets; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the departments' service delivery by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers after award.
- Plans, organizes, manages, controls, and evaluates the City's outreach and community engagement programs including youth programs, cultural arts, contract programs, special events, and community service programs.
- Oversees and directs the promotion and advertisement of recreation programs, facility rentals, and other services; identifies areas of community needs and develops service delivery systems; evaluates the need for recreational activities, the arts, and community services, and enlists community participation in programs; develops and directs public relations programs.
- Represents the City Manager and Community Services Departments to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of complex organizational and operational studies and investigations; identifies administrative and operational opportunities and challenges, develops appropriate resolutions, and makes recommendations to the City Manager and other departments; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of City services and management as related to assignments.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as a spokesperson for the City at a variety of community events, meetings, and other public relations activities.
- May serve as the City Manager in the City Manager's absence.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, and procedures of public administration in a municipal setting.
- Principles and practices of leadership, strategic plan development, budget administration, and contract management.

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles, procedures, and practices for planning, implementing, and maintaining a variety of community engagement and outreach activities and programs.
- Recreational, cultural, age-specific, and social needs of the community.
- Technical, legal, financial, and public relations problems associated with the management of community services programs.
- General principles of risk management related to the functions of the assigned area.
- Functions, authority, and responsibilities of an elected City Council.
- Funding sources for municipal government services.
- Methods and techniques of developing technical and administrative reports, and business correspondence.
- Research methods and techniques.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Work cooperatively with, provide staff support to, and implement the policies of the City Manager and City Council.
- Develop, plan, coordinate, and implement a variety of recreational and community outreach programs and facilities suited to the needs of the community.
- Provide administrative and professional leadership for the City Manager's and Community Services Departments.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of community services programs and administrative activities.
- Effectively represent the City in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a bachelor's degree from an accredited college or university with major coursework in business, public administration or a related field, and five (5) years of administrative management experience in a municipal government setting. A Master's degree strongly desired.

**Licenses and Certifications:**

- Possession of, or the ability to obtain, an appropriate, valid California driver's license upon appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**DISASTER SERVICE WORKER**

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.