



## ASSISTANT CITY MANAGER

*Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.*

### **Definition:**

Under policy direction from the City Manager, the Assistant City Manager is responsible to plan, direct, manage and oversee the activities and operations of the City's Code Enforcement, Community Relations, Human Resources, Information Technology, and Risk Management divisions. The Assistant City Manager assists the City Manager in executing the long-term vision for the City and coordinates activities with City departments and outside agencies. This position acts in the capacity of City Manager in his/her absence and is responsible to provide highly responsible support to the City Manager and City Council.

### **Classification Characteristics:**

This at-will position exercises direct and indirect supervision over managerial, supervisory, professional, technical and administrative staff.

### **Essential Functions:**

- Through subordinate managers and supervisors, direct a variety of programs including human resources, risk management, public information, information technology, and code enforcement.
- Administer complex contractual agreements with outside agencies and companies including with the San Bernardino County Sheriff's Department, the California JPIA, waste management, animal control, and cable television franchise.
- Recommend and direct the revision of policies, procedures, and other information pertaining to the administration of City business; conduct research, perform complex analysis and review for conformance with City code and other legal requirements.
- Implements directives from the City Manager; provide guidance to department heads to identify organizational and operational problems; collaborate to resolve issues.
- Direct the preparation of the City Manager's Office budget; compile materials in preparation of City Manager review; maintain and monitor appropriate budget controls; and ensure compliance with budget parameters and City financial policies.
- Direct the activities of the human resources function including recruitment and selection, benefits and administration, classification and compensation, employee and labor relations; administer and maintain the City's classification and compensation plans; oversee job analysis and compensation studies; conduct appeals and recommend appropriate resolution.
- Direct the activities of the community relations function including written communication, video production and use of social media to ensure effective outreach to the community.

- Direct the activities of the information technology function ensuring that the City's equipment and technology is up-to-date and sufficient to effectively meet operational needs.
- Direct the activities of the risk management function including workers' compensation and general liability claims administration.
- Direct the activities of the code enforcement function ensuring that enforcement is appropriate and within City policy and related laws and regulations.
- Receive, investigate and respond to difficult and sensitive problems and complaints in a professional manner; take necessary corrective action.
- Assess and monitor workloads, administrative and support systems, and internal reporting relationships; identify opportunities for improvement in efficiency and effectiveness.
- Select, train, motivate, and evaluate the City Manager's Office personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Represent the City Manager to other City departments, elected officials, and outside agencies; coordinate activities with those of other departments and outside agencies and organizations.
- Prepare, review and present concise reports and informational updates to the City Council as assigned by the City Manager.
- Provide complex staff assistance to the City Manager and City Council.
- Attend and participate in professional group meetings; research emerging trends, innovations, products and enhancements and their applicability to City needs.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints that cannot be handled at a lower level.

**Qualifications:**

Knowledge of:

- Methods of contract negotiation and effective administration.
- Principles, practices and operational characteristics of human resources, training and labor relations administration.
- Principles and practices and operational characteristics of risk management.
- Principles and practices of classification and compensation administration.
- Techniques of recruiting, interviewing, and selecting applicants for employment.
- Principles and practices of public relations and effective communication.
- Operational characteristics of code enforcement.
- Operational characteristics of information technology.
- Pertinent Federal, State, local laws, codes, and regulations.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Provide leadership that includes building strong work relationships, empowering and mentoring staff and contributing to the City's culture of ethics and integrity.
- Effectively administer and interpret collective bargaining agreements.
- Plan, organize, and coordinate the human resources and risk management functions.
- Develop and administer department goals, objectives, and procedures.

- Analyze programs, policies, and operational needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Develop and administer goals, objectives, and procedures.
- Communicate clearly and concisely, both orally and in writing; prepare clear and concise reports.
- Interpret and apply related Federal, State, and local policies, laws, and regulations.
- Identify and strategically respond to community and City Council issues, concerns, and needs.
- Administer large and complex budgets.
- Select, supervise, train, and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, including City officials, City staff, the public and other agencies.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

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

Experience:

Five years of increasingly responsible management-level experience in a municipal government.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in business administration, public administration, human resources or a related field.

License or Certificate:

Possession of a California Class C Driver's License.

**Working Conditions:**

Work primarily in an office environment including sustained posture in a seated position for prolonged periods of time; standing and moving around work area. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Speaking and acute hearing is required for responding to in-person and telephone inquiries and for documenting actions in public meetings. Vision is required for normal office work. The need to lift and carry files and documents weighing up to 25 pounds is required.