



Assistant City Manager

Definition

Under general administrative direction of the City Manager, the Assistant City Manager plans, directs, manages, and oversees the activities and operations of the Community Development Department including Development Services, Housing, and Strategic Planning and Economic Development. Provides policy guidance and coordinates the activities of assigned divisions, programs and services.

Class Characteristics

This is an executive management level classification with full responsibility for managing the activities of several divisions through subordinate department directors and/or managers. Successful performance of the work requires the ability to independently implement varied programs following general policy guidelines and the demonstration of solid leadership and negotiation skills during interactions with City employees, constituents and business representatives.

This is an "At-Will" classification which means the Assistant City Manager for Community Development serves at the will of the City Manager and may be removed at any time without cause, notice, or right of appeal.

Typical Job Functions

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.

Assume full management responsibility for the services and activities of the Community Development Agency. Develop and direct the implementation of goals, objectives, policies, procedures and work standards.

Assist department directors in solving administrative problems or in developing major changes in departmental organization procedures and policies.

Provide assistance and support to the City Manager. Analyze, recommend, implement, and administer policies and procedures.

Provide information, policy recommendations and staff support for the Planning Commission and varied committees concerned with land use, community development, housing, congestion management, economic development, and related planning matters.

Develop and direct the preparation of, amendments to, and implementation of the City General Plan.

Assist in developing and implementing the Community Development Department budget. Monitor the assigned budget and approve expenditures as required.

Interpret City policies and procedures to employees, and ensure positive morale and high productivity of department staff.

Make presentations before the City Council, community groups, business owners, commissions and other related groups.

Represent the City in meetings with representatives of governmental agencies, professional, business and community organizations, and the public. Serve as liaison with department directors, City Council, City Manager and other external agencies.

Handle difficult inquiries or community concerns.

May serve as acting City Manager in the City Manager's absence.

Develop and maintain a thorough working knowledge of all department and applicable City policies and procedures in order to help facilitate compliance with such policies and procedures by all employees.

Demonstrate by personal example the service excellence and integrity expected from all employees by representing the City in a professional manner within our organization, to the general public, and with other agencies.

Develop respectful and cooperative relationships with co-workers, including a willingness to assist newer employees.

Confer regularly with and keep the immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which accountable.

Work collaboratively within the organization and community to advance the values of teamwork, innovation, customer service, professional development, and meeting challenges.

Minimum Qualifications

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

Knowledge of:

Principles, practices, and techniques of public administration.

General executive management principles and methods including goal setting, program development and implementation, project management, budgeting, and employee supervision.

Principles, practices, techniques of urban planning, economic development,
Applicable city, county, state and federal laws, codes, ordinances, and regulations.

Funding sources impacting program and service development.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating varied community development activities.

Selecting, training, motivating, leading and evaluating staff.

Developing, implementing and interpreting policies, procedures, goals, objectives and work standards.

Analyzing complex problems, evaluating alternatives and making creative recommendations.

Handling citizen complaints and difficult customers.

Interpreting and explaining complex laws and regulations.

Presenting ideas, facts and recommendations effectively orally and in writing.

Providing outstanding customer satisfaction (internally and externally).

Use of common office software including Microsoft Office.

Ability to:

Exercise sound independent judgment within general policy guidelines.

Establish and maintain effective working relationships with those contacted in the course of work, including difficult or disgruntled citizens, contractors, developers, and others.

Represent the City effectively in meetings with others.

Prepare clear, concise and competent reports, correspondence, and other written materials.

Perform in a manner which reflects the City's mission, values and goals.

While performing the duties of this job, the employee is regularly required to talk or hear.

Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls. Reach with hands and arms, stoop, kneel, or crouch.

Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

Education and Experience

Possess a Bachelor's Degree from an accredited college in Public Administration, Business Administration, or a closely related field. A Master's degree is strongly desired.

At least five years of senior level administrative experience in municipal government including a proven track record of departmental management responsibility. Prior experience in a municipal government strongly desired.

Licenses and Certifications

Possess a valid California Class C driver's license in compliance with adopted City driving standards.

Other Requirements

Required to work evenings and weekends as needed.

FLSA: Exempt
Est. 2/2014