

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA		
Position Title: Assistant City Manager	Department : Administration	
Reports to: City Manager	FLSA Classification : Exempt	
Career Ladder: City Manager	Pay Grade:	Approval Date: 02/06/07

POSITION SUMMARY:

This classification exists to direct administrative work relating to the full range of municipal management issues, serve as the City's second ranking administrative officer after the City Manager, and automatically serve as Acting City Manager in the Manager's absence. Under executive direction, the Assistant City Manager performs administrative/executive work of unusual difficulty in the Office of the City Manager; provides executive direction to department directors and managers in major City functional and business lines; relieves the City Manager of administrative or supervisory details associated with the operation of City departments; may direct and/or manage staff who are responsible for Citywide operations or for specific department functions; assures City compliance with applicable Federal, State, and local laws, ordinances, and codes; oversees policy development activities; and serves as a member of the City's Executive Management Team. Serves as lead staff and works with the Strategic Planning Committee to develop and monitor the City's Strategic Planning Process.

CLASS CHARACTERISTICS:

This is a single position executive-management classification. The Assistant City Manager performs administrative/executive work that is unusually difficult and complex at the direction of the City Manager and City Council. The incumbent has very broad independent authority and provides direction to department heads, executives, and/or senior managers. Incumbents play a key role in the formulation and administration of City policy and strategic plans and act on behalf of the City Manager in a wide variety of critical and sensitive settings. This classification is distinguished from the next higher-level classification of City Manager in that the latter serves as the municipal head of government and is responsible for the overall operations of City functional departments and delivery of City services. The Assistant City Manager serves as the Acting City Manager in the City Manger's absence. The Assistant City Manager will direct the City's economic development and redevelopment activities, which involve coordinating new commercial development and redevelopment projects, as well as manage all marketing efforts. Other tasks involve attracting and negotiating deals with targeted businesses and continuing to evolve the economic development program to meet the community's needs. An undefined but critical role of the Assistant City Manager will be to handle a variety of special projects. This task will include those items that arise over time that are important to Wasco, but which, due to other workload requirements, are delegated by the City Manager.

ESSENTIAL RESPONSIBILITIES:

Confers with and provides recommendations and advice to the City Manager, City governing bodies, committees and department heads concerning legislative, planning, operational and fiscal issues, the status of programs and issues involving City departments and development of City-wide programs and policies; confers with the public and civic groups on interpretations of City practices, services, and policies; identifies future trends/issues and formulates proposals for action; serves as Acting City Manager when designated in the absence of the City Manager and makes administrative decisions as necessary.

Participates in the selection, training, and evaluation of management and/or other employees as assigned, provides direction and leadership to subordinate executives and managers regarding general and specific administrative issues of concern in areas such as planning, programming, staffing, and organizing their departments/divisions; assigns projects; advises and works with department heads to recommend courses of action for improving operating methods and facilitating effective and efficient business practices.

Represents the City Manager and confers with the public, civic groups, and others to provide interpretation of City practices, services, and policies; addresses inquiries and resolves complaints; participates on committees and boards and in community activities as assigned; attends meetings, conferences, and workshops as assigned.

Confers with representatives of County, State, and Federal agencies on matters pertaining to the activities of City government; negotiates and facilitates agreements between City departments and outside agencies, consultants, and developers.

Monitors legislation and assures City compliance with laws, regulations, statutes, and codes.

Directs and/or participates in the preparation of complex statistical and/or narrative reports, correspondence, and other documents, including those required by law; makes presentations to City officials, councils, boards, and others as required.

Plans, organizes, coordinates, and directs the work of designated City management staff.

May assist in directing the administrative activities of the City.

Provides centralized leadership in the development and coordination of existing and prospective commercial and industrial businesses seeking to relocate and/or expand within the City.

Assists in directing the activities of the Redevelopment Agency on behalf of the Executive Director.

Provides assistance, centralized leadership and coordination for the City redevelopment and economic development programs and projects.

For assigned functions, works closely with the City Manager, City Council, City department management, a variety of public and private organizations, and citizens groups in developing programs and implementing projects to solve problems related to City services.

Confers with and advises the City Manager and City Council on specific issues and programs.

Prepares and recommends long-range plans for City services and programs; develops specific proposals for action on current City needs.

Directs the development of management systems, procedures and standards for program evaluation and monitors developments related to specified service areas.

May perform other work as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of – Public administration with particular reference to municipal administration, including principles applied in the development and management of organizations providing various municipal and utility services. Functions of municipal government and the personnel, methods, materials, and techniques employed in the operation of such Government City Charter, general laws, ordinances, and regulations underlying the municipal corporation. Principles of public policy, planning and local government finance.

Skilled in – Organizing, directing, and coordinating the activities of various City Departments. Counseling on the development of long-term plans and programs, decision-making on matters of major policy and on complex technical and administrative problems. Meeting and communicating effectively with municipal governing bodies, civic groups, and the public as a representative of the City Manager. Negotiating and facilitating with City departments, outside agencies, consultants, and developers. Use of computers, computer applications, and software.

Ability to - Establish and maintain effective working relationships with subordinates and other City officials and to effectively counsel with both. Express ideas clearly and concisely, verbally and in writing, and to speak effectively in public with regard to various City programs. Provide clear and appropriate policy direction to City departments. Identify, analyze and respond to issues, trends and legislation. Exercise professional judgment in recognizing and handling politically sensitive issues of public interest.

Licenses and Certificates – Possession of a valid California Driver's License may be required and have an acceptable driving record.

Physical Abilities and Work Environment – Sit for lengthy periods of time in indoor office environment. Communicate clearly in English. Operate keyboard equipment. Effectively deal with stressful situations.

Other – Bilingual fluency in English and Spanish is desirable. Must complete an annual Statement of Economic Interest.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Six years of experience in progressively responsible municipal management and administrative work, with a minimum of two years as a department head or comparable executive level position.

Education - Graduation from a four-year college or university, preferably with specialization in public or business administration. A Master’s degree in public policy, public administration, or related field may substitute for one year of experience.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description.

Print Name

Signature

Date