

**City of Emeryville/Management of Emeryville Services Authority**

**CREATED:** September 1991

**REVISED:** July 2008

**TITLE:** ASSISTANT CITY MANAGER

**FLSA STATUS:** EXEMPT

**Job Code:** 1135

**DEFINITION:**

Under administrative direction, plans, organizes, coordinates and directs one or several major functional areas at the level of department head; provides policy guidance and coordinates the activities of assigned departments, divisions and services; fosters cooperative working relationships with civic groups, inter-governmental agencies and City staff; acts as City Manager in her/his absence, and performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Assistant City Manager has department head or above responsibility for overall policy development, program planning, fiscal management, administration and operation of the departments and/or divisions within the broad functional areas assigned. While specified knowledge and/or certification related to the assigned functional areas are required, the emphasis is upon the overall administrative skill of the incumbent. The incumbent is responsible for accomplishing departmental goals and objectives and for furthering City goals and objectives within general policy guidelines. This class is distinguished from Department Director positions in that the incumbent serves as the City Manager on a relief basis and provides input for organizational, budgetary, and operational planning City-wide, and represents the City Manager on assigned community/civic committees and special events.

**DUTIES AND RESPONSIBILITIES** : The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification.

Duties Associated with Assigned Functional Area

1. Plans, organizes, coordinates, and directs the work of a specified functional area;
2. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department(s);
3. Directs the selection, supervision and the work evaluation of departmental personnel;
4. Monitors and directs employee relations and grievance procedures;
5. Provides for staff development and supervisory training programs; directs the development of management systems, procedures and standards for program evaluation;
6. Selects, trains, motivates, and evaluates assigned staff; provides or coordinate City-wide staff training and development efforts;

7. Directs the preparation and administration of the annual budget for the Department.
8. Coordinates department activities with those of other City departments as well as outside agencies and organizations;
9. Directs, oversees, and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; review and evaluate work products, methods and procedures

Duties associated with City-wide Responsibilities

1. Represent the City in the community and at professional meetings as required
2. Provides functional oversight for operational and administrative problems that require City-wide coordination on behalf of the City Manager.
3. Coordinates the development and maintenance of the City's Administrative Instructions manual working with department heads and managers.
4. Advises, counsel and assist operating departments and employees on matters pertaining to City policies, practices and administration instructions;
5. Works closely with City Manager on long-range strategic planning, organizational development needs, and executive staff development and training;
6. Provide functional oversight for operational and administrative problems/challenges that require City-wide coordination;
7. Acts as City Manager in his/her absence;
8. Performs other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of** principles and practices of public administration and management; applicable local, State and Federal laws, rules and regulations; organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs; principles and practices of a municipal organizations, principles of supervision, training and performance evaluation; principles and practices of municipal budgeting; operation of personal computers and associated hardware and software; the English language including, spelling, punctuation and grammar; effective methods of communication both verbal and written.

**Ability to:** plan, organize, direct and control department administration and operations; develop and implement City-wide policies and procedures; gain cooperation through discussion and persuasion; demonstrate tact and diplomacy with the public; prepare and administer a department budget; analyze problems, identify alternative solutions, project consequences of proposed

actions and implement recommendations in support of goals; interpret and apply City policies, procedures, rules and regulations; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; operate a variety of office machines including copier, fax and personal computer.

**Education/Experience:**

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

**Education:**

Requires a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, public policy or a related field. A graduate degree in one of these areas is desirable.

**Experience:**

Five years of increasingly responsible professional experience in public sector management, of which two years must be in an administrative management capacity.

**SPECIAL REQUIREMENTS:**

Work is primarily performed in a standard office environment utilizing computer equipment. Incumbent participates in a variety of meetings on a regular frequently requiring the incumbent to lead discussions. Must be able to read small type, numbers and computer monitors, perform data entry, speak clearly and loudly enough in order to be understood in private as well as public settings. Work in an office environment; sustained posture in a seated position for prolonged periods of time