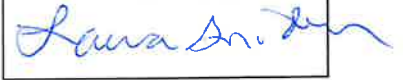


ASSISTANT CITY MANAGER

ADOPTED: August 2022
AMENDED: February 2023

City Manager Approval:



FLSA: EXEMPT

DEFINITION

Under general administrative direction, functions as the primary staff assistant to the City Manager; may have direct line responsibility for operating departments; conducts research and administers a number of major proposed or active projects; provides policy guidance and coordinates the activities of assigned programs; advises and consults with City staff on City operations; provides direct administrative and analytic support to the City Manager; fosters cooperative working relationships with State and local intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager. Exercises general direction and supervision over assigned department directors and/or professional, administrative, or technical staff in the city manager's office. Exercises indirect supervision over professional, technical, and clerical staff dependent upon the project or program.

CLASS CHARACTERISTICS

Incumbents of this upper management class are responsible for a wide variety of activities associated with major project origination, development, and conduct. The Assistant City Manager is responsible for execution of policies and programs in order to fulfill the goals and objectives of the City Manager's Office and is involved in project feasibility studies, formation of action plans and strategies, coordination of activities, relevant research, and interface with project principals and negotiations. Projects directed are almost as diverse as services offered by the City and may require interaction with most, if not all, City departments as well as community organizations and individuals, other governmental agencies, and service providers.

EXAMPLES OF TYPICAL 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.

- Plans, organizes, and administers operations of the City either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the City in accordance with applicable laws, codes, and regulations and adopted policies and objectives of the City Council.
- Administers selected major City projects as determined by the City Manager.

- Manages interdepartmental teams and complex projects and studies, gathering and evaluating information and preparing reports and recommendations.
- Coordinates project phases and screens and selects project consultants and evaluates their work.
- Reviews and coordinates projects with governmental and private agencies and individuals.
- Provides staff assistance to the City Manager and City Council including the preparation of reports and completion of complex research and analysis.
- Provides policy and administrative direction to assigned department heads.
- Assists in the development and implementation of goals, objectives, policies, priorities, and procedures.
- Attends City Council meetings and makes necessary presentations on agenda items.
- Represents the City Manager and/or the City in a variety of intergovernmental and community activities.
- Performs important and difficult public liaison work and public outreach initiatives with considerable citizen involvement.
- Responds to inquiries and requests from the City Council, City staff and the public.
- Conducts and reviews organizational, administrative, fiscal, and other studies and collects information on operational and administrative problems.
- Coordinates the efforts of departments to ensure the timely completion of multi-departmental projects.
- Serves as special resource person to the City Manager and City Council.
- May investigate and participate in the resolution of citizen complaints, particularly those which involve more than one City department.
- May serve as acting or interim City Manager when assigned during brief periods of a city manager's absence.
- Conducts special studies and research and may assist the City Manager in administrative processes associated with operation of the City Manager's office.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Ensures the maintenance of working and official City files.
- Monitors changes in laws, regulations, and technology that may affect City operations; implements policy and procedural changes as required.
- Responds to the most complex, difficult, and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations. ➤Performs other 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.
- Functions, services, and funding sources of a municipal government.
- Functions, authority, responsibilities, and limitations of an elected City Council.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles and practices of municipal budget development, administration, and accountability.
- Current social, political, and economic trends affecting City government and service provision.

- Modern office practices, methods, and computer equipment and applications related to the work.
- Record-keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the City.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the City Council.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Conduct effective negotiations and effectively represent the City in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations, and the media.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use sound independent judgment within general legal, policy, and procedural guidelines.
- 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. ➤ Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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 graduation from a four-year college or university with major coursework in public or business administration, public policy, finance, or a related field and five (5) years of management or administrative experience in a public agency setting, or in a related administrative/managerial capacity involving responsibility for planning, organization, and implementation. An equivalent to a Master's Degree in Public or Business Administration is highly desired.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed

materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be 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 occasionally bend, stoop, kneel, reach, 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 weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

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.

The City of Calistoga is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Calistoga will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.