

ASSISTANT CITY MANAGER
(At-Will)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under policy direction from the City Manager, directs, coordinates and evaluates the operations of assigned City departments, including the Finance Department Information Technology and the City Clerk's Office, as well as manages various functions and activities of the Human Resources Department including Labor Relations and Risk Management. Provides highly responsible and complex administrative support to the City Manager as well as complex executive staff and support staff assistance related to internal control and management of existing City programs, analysis of organization, operational methods and budget review. Fosters cooperative relationships with civic and community groups, intergovernmental agencies and City staff. Performs related duties as assigned including acting in the absence of the City Manager and serving as a key member of the City's Management Team.

DISTINGUISHING CHARACTERISTICS

The incumbent of this single-position class assists the City Manager in the day-to-day administration of City government and in the planning and execution of programs and projects for accomplishing City goals and objectives within broad general policy guidelines. The incumbent operates with substantial latitude and discretion to achieve effective and efficient utilization of the City's resources in serving the City's constituencies. This position oversees Departments within Administrative Services, and others as assigned, and receives general administrative direction from the City Manager. It is distinguished from that position in that the City Manager provides over all management for the entire City.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class. Duties may include, but are not limited to, the following:

- Plan, coordinate, control, integrate and evaluate the work of assigned City departments; with subordinate department managers;
- Develop, implement and monitor long-term plans, goals and objectives focused on achieving the City's mission and council priorities;
- Manage and direct the development, implementation and evaluation of plans, programs, policies, systems and practices to achieve annual City and department goals.

- Direct and evaluate the performance of department managers and their assigned staffs;
- Establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development;
- Make decisions on compensation and other rewards to recognize performance including to take disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City of American Canyon's personnel rules and policies;
- Provide leadership and work with department managers to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices which support the City's mission and values;
- Manages and directs the functions and activities in the City Manager's Office, including Finance, Information Technology, City Clerk's Office, and Human Resources divisions including overall Risk Management and Labor Relations;
- Represents the Departments within City Manager's Office to other City departments, elected officials, and outside agencies; explains, justifies, and defends policies, and activities, negotiating resolving sensitive, significant, and controversial issues;
- Manages the development and implementation of goals, objectives, policies, and priorities for each assigned service area within the assigned Departments of the City Manager's Office; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly;
- Directs and participates in the development of the operating budgets for assigned departments/divisions; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; directs the preparation and implementation of budgetary adjustments as necessary;
- Plans, directs, and coordinates, through subordinate level managers/staff, the Administrative Services Department's work plan, assigned projects, and programmatic areas of responsibility; reviews, and evaluate work methods, and procedures; meets with management staff to identify, and resolve problems;
- Manages grants and contracts, performs legislative analysis;
- Oversees major assigned City-wide projects, inter-governmental relations, and other services;
- Works closely with the City Manager, City Council, a variety of public, private and community organizations and citizen groups in developing and implementing programs to achieve City priorities and solve problems in areas of assignment, advising the City Manager and the City Council on related matters;
- Directs and coordinates preparation of analyses and recommendations on public policy issues and on long-range plans for City services;
- Develops and coordinates proposals for action on current and future City needs; represents the City and works closely with appointed boards and committees and public and private officials to achieve planned action and results and provides technical assistance in resolving problems;

- Develops and reviews staff reports related to administrative policies and procedures, organizational structure and general City operating procedures; presents reports to a variety of commissions, committees, boards and the City Council.
- Interprets City Manager and City Council instructions and requests;
- Makes interpretations of City ordinances, codes and applicable laws and regulations to ensure compliance by City departments and staff;
- Directs and oversees the preparation of a wide variety of reports and presentations for the City Council, City management and outside agencies;
- Supervises the drafting of press releases and materials for dissemination to the media and the public;
- Directs and oversees the creation and maintenance of comprehensive, effective human resources management programs, policies and systems;
- Attends and participate in professional group meetings and stay abreast of new trends and innovations in the field of finance, city clerk, IT, community outreach, and human resources.
- Monitors and directs Employee Relations and grievance resolution processes;
- Prepares for and assists in union-management contract negotiations, grievances, and arbitration; administers the provisions of existing employee contracts and agreements; advise staff regarding provisions of contract;
- Oversees the Risk Management program;
- Assures compliance with City policies, contracts, and ordinances, as well as Federal, State, and local Human Resources Management regulations;
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Directs the development of management systems, procedures and measurement techniques to improve City operations and effectiveness;
- Directs, coordinates and participates in the City of American Canyon's overall budgeting process and revenue projections, including preparation, submission, implementation and monitoring;
- Acts as liaison between City and various boards and committees; attends and participates in professional groups and committees; and
- Acts in the absence of the City Manager, as needed.
- Performs other related work, as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Theory, principles, practices and techniques of public administration, including municipal budgeting, public agency financing, financial administration, program and policy formulation, purchasing and maintenance of public records with particular reference to municipal administration and the trends and current developments in city government;

- Applicable state and federal law and regulations governing the administration and operations of a municipal agency;
- City functions and associated management, financial and public policy issues; organization and functions of an elected City Council;
- The Brown Act and other regulations governing the conduct of public meetings;
- Principles and practices of public personnel management and labor management relations;
- The City's personnel rules and policies;
- Social, political and environmental issues influencing program development and administration;
- Principles and practices of *effective* executive management, supervision, and leadership.
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Operations, services, and activities of a comprehensive municipal financial management program;
- Principles and practices of governmental accounting and the regulations governing the reporting of municipal government financial activities including principles and practices of accounting, financial planning, internal auditing, and budgeting systems as well as budget preparation and administration.
- Operational characteristics, services, and activities of a comprehensive human resources program as well as modern and complex principles and practices of human resources program development and administration;
- Principles and practices of labor relations and personnel administration including techniques of recruiting, interviewing, and selecting applicants for employment; and wage and salary/benefit administration principles and practices.
- Principles of mathematical, financial, and statistical computations.
- Principles of supervision, training, and performance evaluation.
- Current and pending legislation and court decisions relating to the rights and obligations of City leaders and staff, as well as the City as an employer;
- Property management and contract management;
- Statistics and research methods;
- Pertinent Federal, State, and local laws, codes, and regulations – including the City Charter, ordinances and the regulations regarding general municipal law.
- Laws and procedures relevant to the conduct of public meetings such as the Brown Act and Public Records Act laws and procedures;
- Federal, state and local public agencies which administer programs that impact or are related to City Programs

Ability to:

- Analyze complex problems, make decisions rapidly and to recommend solutions effectively to the City Manager
- Plan, organize, direct, and coordinate the work of assigned staff.

- Select, supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Provide administrative and professional leadership and direction for the Administrative Services Department.
- Identify and respond to City Manager and City Council issues, concerns, and needs.
- Prepare and present clear and concise administrative and financial reports pertaining to governmental financial activities and planning.
- Develop, implement, and administer departmental goals, objectives, and procedures for providing effective and efficient finance and human resources services.
- Prepare and administer large and complex budgets.
- Allocate limited resources in a cost effective manner.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems and identify alternative solutions; project consequences of proposed actions; and, implement recommendations in support of goals.
- Formulate and administer personnel policies, practices, and procedures.
- Effectively administer and interpret collective bargaining agreements.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment in structuring and organizing work and setting priorities; and readily readjusting priorities to respond to current and future needs
- Establish and maintain effective working relationships with those contacted in the course of work – including the general public

Experience:

Ten years of increasingly responsible public administrative, financial management and operations, and human resources with labor relations experience, including five years of management and supervisory responsibility.

Education:

A Bachelor's degree from an accredited college or university with major course work in finance, business administration or public administration, human resources management, or a closely related field. A Master's degree in related field is highly desirable.

License Requirement:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:

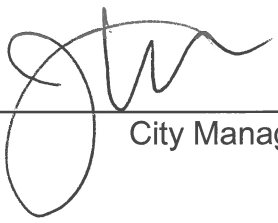
Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision;

frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:

Requires some evening and weekend work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Administrative Services Director	HR Dir. - 3/2004 Fin Dir. - 1995	2/2013	Merged HR Dir. & Finance Dir.	1005	Exempt	1
Assistant City Manager	ASD - 02/2013		Assistant City Manager	1009	Exempt	1

APPROVED:  _____
City Manager

Date: 12/19/18