



CITY OF CALEXICO

CLASS TITLE: ASSISTANT CITY MANAGER

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

ANNUAL: \$111,703 - \$135,775

RANGE: G-68

BASIC FUNCTION:

Under the direction of the City manager, provide assistance and support to the City Manager including analyzing and implementing policies and procedures, assisting in the preparation of the budget and responding to and resolving public inquiries and complaints; assists the City Manager in executing the long-term vision for the City in collaboration with City Council and Department of Directors; direct and oversee various special projects and associated operations; organize, control and direct the Community Development, Building, and Engineering Department operations, programs and activities; direct and oversee the Department of Utility Services, General Services, and Redevelopment and Economic Development/Redevelopment Agency; provides leadership to all City departments to enable department directors to effectively and efficiently maximize available resources; administer the City government in the absence of the City Manager; provide work direction and guidance to all departments as necessary; supervise and evaluate the performance of assigned personnel; performs related work as required.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. This position may not perform all of these duties and/or may perform similar related duties not listed here.

ESSENTIAL DUTIES:

Provides assistance and support to the City Manager; analyze, recommend, implement and administer City-wide policies, procedures and objectives.

Assists the City Manager in planning, organizing and directing the services and activities of City departments and programs; supervises the work of management; relieves the City Manager of day to day routine associated with governmental operations of the City; serves as Acting City Manager in the City Manager's absence.

Implements directives and policy from the City Manager; meets and coordinates with department directors in order to develop, implement and direct programs, projects and goals focused on achieving the City's mission and priorities; assign's projects and programmatic areas of responsibility; meets with department of directors to identify and resolve organizational and operational problems both within departments and across departmental lines' ensures the successful completion and implementation of programs and projects to achieve City department goals.

Contributes to the overall quality of the City's service provision by developing, reviewing, and implementing policies and procedures to meet legal requirement and City needs; monitors and evaluates

the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, work loads, administrative and supports systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change; assesses future staffing needs.

Assists the City Manager with the selection of department directors; directs and evaluates the performance of department directors; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; conducts investigations and recommends and implements disciplinary actions up to and including termination to address performance deficiencies or rule/policy violations of employees.

Assists in developing and implementing the budget and long-range goals for the City; monitors the assigned budget and approves the expenditures as needed.

Organize, control and direct the Community Development, Building, and Engineering Department operations, programs and activities.

Assume oversight responsibility for services and activities of the City's Utility Services Department, General Services Department, and Redevelopment and Economic Development Department/ Redevelopment Agency.

Conducts a variety of City-wide organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.

Negotiates contracts and agreements; coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services.

Directs and oversees the preparation of a wide variety of reports and presentations for the City Council, City management and outside agencies; presents reports to the City Council and other commissions, committees and boards; oversee the preparation of agendas for City Council meetings; review agendas for appropriate content, accuracy, and completeness; supervises the drafting of press releases and materials for dissemination to the media and public.

Maintains and directs the maintenance of working and official departmental files.

Monitors changes in laws, regulations and technology that may affect the City or departmental operations; implements policy and procedural changes as required.

Represents the City Manager's Office to outside agencies and organizations; serves as liaison with City Council and external agencies.

Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public administration.

Responds to and resolves difficult and sensitive inquiries and complaints and assists with resolutions and alternative recommendations.

OTHER DUTIES:

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Advanced principles and practices of public administration including the organization, functions and issues related to municipal or local government;

Operations, services and activities of a municipal or local government;

Public agency budgetary, contract administration, City-wide practices, and general principles of risk management related to the functions of the assigned areas.

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.

Modern and complex principles and practices of program development and administration; decision making techniques.

Functions, authority, responsibilities, and limitations of an elected City Council.

Current social, political and economic trends and operating issues of municipal government.

Advanced principles and practices of municipal or local government budget preparation and administration.

Applicable Federal, State, and local laws, codes and regulations.

Principles of effective public relations and interrelations with community groups and agencies, private businesses, and other levels of government; advanced interpersonal relations techniques.

Principles and practices of employee supervision and discipline, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Methods and techniques for the development of presentations, contracts negotiations, business, correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Public speaking and public relations techniques.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Modern office practices, methods, computer equipment and computer applications.

ABILITY TO:

Provide effective leadership and support to the City Manager; coordinate the activities of a municipal organization.

Effectively administer a variety of City-wide programs and administrative activities.

Oversee and direct a variety of special projects and programs.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Exercise independent judgment and work under minimal supervision.

Plan, organize and direct the work of staff; select, supervise, train, evaluate, and discipline staff.

Ensure compliance with Federal, State, and local rules, laws, and regulations; learn, apply and interpret laws, regulations, and rules; develop policies and procedures.

Identify and respond to community, City Manager and City Council concerns, issues, and needs.

Communicate clearly and concisely, both verbally and in writing; read, understand and apply difficult materials; prepare clear and concise administrative reports.

Analyze unusual situations and problems, and resolve through application of City policy and requisite knowledge; exercise good judgement, flexibility, creativity, and sensitivity in response to changing situations and needs.

Conduct thorough investigations including research, collection, compiling, and analyzing information and data.

Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree from accredited college or university with major coursework in business or public administration, or a related field, and five years increasingly responsible administrative experience in municipal or local government including at least three years of management experience.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

The physical demands herein are representative of those that must be met by an employee successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

ENVIRONMENT:

Office environment;

May be required to work in both indoor and outdoor environments.

May be exposed to noise, dust and inclement weather conditions.

Driving a vehicle to conduct work.

May be required to work extended hours including evenings and weekends.

May be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the

course of employment.
Availability for emergency calls.

PHYSICAL DEMANDS:

Sufficient mobility to work in an office setting and operate office equipment.
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials and inspect work in progress.
Reaching to obtain files.
Standing and sitting for extended periods.