

CITY OF PACIFICA**02-10-2014****ASSISTANT CITY MANAGER****DEFINITION**

The Assistant City Manager assists the City Manager in coordinating, directing, and leading the City's municipal operations. The Assistant City Manager performs complex and responsible administrative work in all areas of municipal government and serves as the department head of Human Resources, Finance and Information Technology. The Assistant City Manager identifies, analyzes, proposes and implements solutions to operational problems, staff and budgetary issues as well as facilitates and oversees the City's strategic planning and community building processes. The Assistant City Manager also serves as the City Manager in the City Manager's absence or as assigned.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager. Responsibilities include direct supervision of Department Heads and/or Division Heads, professional, technical and administrative staff as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Provide leadership and oversight to finance, human resources, information technology, and city manager administrative staff, and other functional areas as assigned.
2. Work closely with the City Manager and Department Heads, as assigned, to implement City Council policy directives. Assists and participates in the development and implementation of related goals, objectives and policies.
3. Conduct studies and surveys on complicated operational and administrative problems; analyzes findings and prepares reports of practical solutions for review by City Manager.
4. Serves as acting City Manager in his or her absence and as assigned.
5. Facilitates strategic planning process for City Council and City departments as assigned. Establishes internal procedures for a variety of administrative functions including human resources, budgeting, goal setting and other process improvement initiatives.

6. Supervise the administration of personnel policies, practices, and procedures, serves as the Personnel Officer in the review of personnel related matters.
7. Supervise the administration and long-range planning of City-wide information technology systems.
8. Attends City Council meetings as appropriate, and provides staff assistance to the City Council in the absence of the City Manager and/or as assigned.
9. Prepares and conducts presentations to the City Council and other Boards and Commissions as needed.
10. Establishes positive relationships with representatives from the community, education, non-profit, and business sectors as well as with other governmental agencies.
11. Administer assigned functions, activities, and projects of the City Manager's Office.
12. Conducts legislative analysis to determine the effect of proposed legislation on City operations and finances.
13. Manages interdepartmental teams and complex projects, gathering and evaluating information and preparing reports and recommendations.
14. Develops methods to evaluate and measure organizational effectiveness; work with departments to identify and implement solutions to increase organizational effectiveness.
15. Oversee the annual city audit and development of Comprehensive Annual Financial Reports.
16. Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of public administration, including the operations and functions of a municipal government.

Principles and practices of municipal finance, budgeting and accounting.

Administrative principles and methods, including goal setting, program development and implementation, budget preparation and administration and supervision.

Principles and practices of City government IT operations.

Working knowledge of IT equipment in City government.

Principles and practices of public personnel administration, including methods and techniques used in recruitment and selection, classification, salary administration, training and development, and benefits administration.

Applicable State and federal laws and regulations.

Labor Relations, including bargaining.

Current social, political, and economic trends.

Principles of effective public relations and interrelationships with various community groups and stakeholders.

Applicable Federal, State, and local laws, rules and regulations pertaining to local government operations.

Effective leadership techniques and practices.

Skill to:

Operate a personal computer and other modern office equipment.

Operate a motor vehicle safely.

Proficient in all Windows software required. Excellent Excel skills highly preferred

Ability to:

Prepare and present clear and well-organized written and oral reports to the City Manager, City Council, the public and others as required.

Provide effective leadership and coordinate the activities of assigned functional areas.

Manage, supervise, train, and evaluate assigned personnel.

Establish and maintain effective working relationships with the City Council, staff and the public.

Facilitate group processes.

Communicate effectively orally and in writing.

Analyze complex budgetary, management or operational problems and propose solutions.

Devise effective and efficient operating methods or procedures.

Identify opportunities for process improvement and make recommendations to enhance governmental operations.

Make sound decisions in a manner consistent with essential job functions.

EXPERIENCE and TRAINING GUIDELINES:

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

Experience:

Five years of progressively responsible and varied experience with emphasis in municipal finance management with at least three years of experience as an executive or senior manager. Three years of experience managing the areas of human resources, Finance and information technology is highly desirable.

Training:

Bachelor's Degree from an accredited college or university in Public or Business Administration or a related field. A Master's Degree is preferred.

License or Certificate:

Possession of a valid California driver's license issued by the State department of Motor Vehicles.

Work Environment:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with some ability to sit for long periods of time, with prolonged exposure to a computer screen and extensive public contact.

Ability to travel to different sites and locations.

Effective Date: _____

Bargaining Group: Unrepresented

Status: Executive Management / Exempt / At-Will