

CITY OF BELMONT

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.

DEFINITION

Under general direction of the City Manager: serves as operations officer for the City, coordinates daily interdepartmental activities; identifies, analyzes and proposes solutions to operational problems. Works with departments to analyze and revise operating procedures; and acts in behalf of the City Manager in his/her absence.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager. Exercises indirect supervision over management, supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS -- *Essential responsibilities and duties may include, but are not limited to the following:*

1. Assists the City Manager with the operational management of the City
2. Works 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. Conducts studies, surveys, and collects information on complicated operational and administrative problems; analyzes findings and prepares reports of practical solutions for review of City Manager.
4. Serves as acting City Manager as assigned.
5. Provides staff assistance to the City Council in the absence of the City Manager and/or as assigned.
6. Conducts presentations to the City Council and other Boards and Commissions as needed.
7. Coordinates the Public Information efforts of the City
8. Initiates team approach with operating departments to identify, coordinate and implement city- wide customer service standards.
9. Analyzes the finances of the City and works with the Finance Director to develop optimal financial systems. Assists with the development of financial systems to address future organizational needs.
10. Works with operating departments to manage the City's Risk Management Program.
11. Conducts legislative analysis to determine the effect of proposed legislation on City operations and finances.
12. Assist with City negotiation process with bargaining units as assigned

CITY OF BELMONT
Assistant City Manager (cont.)

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a municipality
Advanced principles and practices of public administration
Principles and practices of program development and administration
Principles and practices of municipal budget preparation and administration
Principles and practices of personnel administration
Practices of supervision, training and performance evaluation
Principles of business letter writing and report preparation
Rules and regulations governing public meetings
Pertinent Federal, State and local laws, codes and regulations

Ability to:

Plan, organize and direct the work of lower level staff
Select, supervise, train, and evaluate staff
Delegate authority and responsibility
Direct and manage the operations, services and activities of a municipality
Identify and respond to community and City Council issues, concerns and needs
Develop and administer department goals, objectives and procedures
Prepare clear and concise administrative and financial reports
Prepare and administer large and complex budgets
Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
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
Establish and maintain effective working relationships with those contacted in the course of work
Maintain physical condition appropriate to the performance of assigned duties and responsibilities

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:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration or a related field, (Masters degree is highly desirable); and

Experience:

Six years of increasingly responsible experience in administrative management.

WORKING CONDITIONS:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; near visual acuity for preparing reports using a computer. Office environment includes exposure to computer screens and extensive public contact.