



Assistant City Manager

Department: City Manager

SUMMARY: Assists the City Manager in carrying out duties. Responsible for oversight of departments and/or divisions as assigned. Serves and represents, the City Manager in his or her absence.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Participate in the development and implementation of goals, objectives, policies, and priorities for the City; coordinate activities with the City Manager, City Council and department directors in achieving the goals and objectives of the community.

Confer with department administration, other public officials, consultants and citizens in the accomplishment of program objectives.

Provide policy guidance, interpretations and direction to department directors.

Coordinate, participate in and assume responsibility for the preparation of the annual operating and capital improvement budget.

Perform comprehensive management analyses of all areas of City administration; coordinate and conduct special assignments or projects.

Investigate, interpret, analyze and prepare recommendations in relation to proposals for new programs, services, equipment and staffing.

May oversee the activities of departments and divisions.

Serve as the City's representative on committees and advisory groups; serve as the City Manager's representative as required.

Investigate and prepare reports on specific requests and complaints pertaining to various governmental activities.

May confer with members of the public to explain policies and programs; analyze, interpret and explain City policies and procedures.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City and Department procedures, policies and guidelines; City Code; Arizona Revised Statutes; State and Federal legislative process.

Statistical analysis; technical writing; negotiation techniques and problem solving.

Governmental budgeting and accounting principles.

Principles, practices and techniques of public administration, government finance and budgeting processes, and public personnel practices; advanced research techniques, methods, and procedures.

Principles and practices of effective project management, leadership, supervision and training.

Skill in:

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely.

Gathering, preparing and analyzing information for presentations.

Operating a personal computer utilizing standard software such as Microsoft Office and other specialized software and technology and standard office equipment.

Assessing, prioritizing and multi-tasking.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree in Public Administration, Business Administration, Finance, Economics, or related field, and five (5) years paid fulltime managerial experience in a government to include administrative and budget analysis; OR an equivalent combination of education and experience.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Adopted:

Revised: Nov, 2014