



Assistant City Manager

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| Department/Division: | Management Services/City Manager's Office |
| Reports To: | City Manager |
| Provides Direction To: | |
| FLSA Exemption Status: | Exempt |
| Employment Exemption Status: | At-Will |
| Date Prepared: | June 9, 2014 |
| City Council Resolution #: | |

GENERAL PURPOSE

Under general administrative direction, assists in planning, direction and managing the overall operations of the City; provides professional, administrative coordination and/or leadership in a variety of difficult, complex municipal projects and assignments; and acts as the City Manager in his or her absence.

DISTINGUISHING CHARACTERISTICS

ESSENTIAL FUNCTIONS

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.

1. May act as City Manager in the absence of the City Manager when designated.
2. Oversees and facilitates major projects or activities including but not limited to economic development, public information and social media efforts as determined by the City Manager.
3. Assists the City Manager in overseeing departments as needed.

4. Assists the City Manager with the development and implementation of the City's Strategic Plan and other governance initiatives, policy analysis; CIP, City-wide and departmental goals, individual development objectives, programs and services as well as the overall day-to-day operations of the City.
5. Coordinates the cities intergovernmental relations and legislative advocacy efforts as needed.
6. Attends City Council meetings and gives applicable reports.
7. Represents the City Manager and/or the City at various meetings and events.
8. Facilitates the development, reviews and approval of all reports that are included on the City Council agenda.
9. Leads, manages and coordinates complex interdepartmental projects.
10. Reviews, investigates and responds to inquiries and requests from the City Council, City staff and the public.
11. Acts as the City's Public Information Officer (PIO) including but not limited to writing and distributing press releases, writing and/or reviewing content for the City's website, and serves as the PIO in the City's Emergency Operations Center as directed.
12. Assists with the development and manages the implementation of performance measures and workload indicators with departments.
13. Develops and manages the Management Services budget.
14. Participates as member of the City's Executive Team.
15. All other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

Advanced principles and practices of municipal management including complex project management, strategic planning, program development and implementation, economic development, budgeting, labor relations,

organizational leadership and development; current social, political and economic trends; applicable federal, state and local laws, codes and ordinances, and rules and regulations regarding local government affairs; principles of effective public relations as well as current technological and communication methods to deliver effective timely communications to internal and external customers.

Ability to:

Direct, plan and organize major programs, projects and activities; lead, facilitate and coordinate problem analysis and solutions; implement recommendations in support of City goals; work effectively with City Council, public, City staff; various public and private organizations, prepare and administer department budget; gain cooperation through discussion and persuasion; communicate orally and in writing.

Education/Training/Experience:

Bachelor's degree from an accredited four-year college or university with a major in Public Administration, Public Policy, Finance, or a related field is required. A Master's degree in Public Administration, Finance, or a related field is highly desirable. Eight years of City professional, administrative and management experience is required.

Licenses; Certificates; Special Requirements:

Valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours in order to complete projects, attend meetings, and accommodate City needs.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given interruptions; and interact appropriately with staff, management, City officials, media, contractors, community groups, other public agencies, vendors, consultants, public and private representatives, and others in the course of work, including resolving conflict situations.

WORK ENVIRONMENT

The employee frequently works in office conditions with controlled temperature settings.

The employee occasionally attends meetings, conventions, City events, and other functions on behalf of the City, including evening and weekend hours.