

**ASSISTANT CITY ADMINISTRATOR
ADMINISTRATION**

GENERAL DUTIES: Under general direction of the City Administrator, the Assistant City Administrator serves as the City Administrator's principal assistant; directs the goals, objectives, and activities of assigned functional areas; coordinates and administers major City programs; serves as a liaison with key community groups and organizations; and undertakes special projects as assigned. This position is a member of the City's executive management team and serves as Acting City Administrator in the City Administrator's absence.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Develop programs, policies, and plans related to all facets of City government.
2. Assist the City Administrator in coordinating and managing municipal and interdepartmental operations.
3. Direct, coordinate and oversee a variety of City functions as assigned.
4. Conduct administrative and special studies to resolve operational problems.

5. Prepare and manage budget for assigned functional areas and assist in the overall City budget process as assigned.
6. Develop and direct goals, objectives, policies, procedures, and work standards for assigned areas.
5. Represent the City in internal affairs and liaison activities with citizen advisory committees, community groups, other public agencies, and the business community.
6. Assist operating departments in providing public information and education.
7. Prepare regular and requested oral and written reports for presentation to the City Administrator and City Council.
8. Speak before civic, school, and other community groups.
9. Provide analysis and recommendations with respect to federal and state legislation and regulations.
10. Respond to public inquiries on a variety of subjects.
11. Attend meetings of the City Council as needed and advise Council on matters of administrative practices and City operations, policies and problems.
12. Review and approve personnel actions for assigned functional areas and manage the selection and assignment of employees.
13. Administer the Finance/Administrative branch of the City's Emergency Operations Center (EOC).
14. Participate on the City's Information Technology Committee and assist with establishment of technology policies for the City.
15. Evaluate existing City programs and activities to determine efficiency and effectiveness.
16. Act as City Administrator in his/her absence.
17. Perform other related work as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Possess personal computer operation skills.

2. Excellent interpersonal skills.
3. Supervisory skills.
4. Oral and written communication skills.
5. Customer service techniques.
6. Organizational and project management skills.
7. Presentation skills.
8. Planning, organizing, executing, controlling and evaluating activities.

KNOWLEDGE: Knowledge of:

1. Trends and current developments in city government.
2. Legal and administrative rules and regulations which apply to the operation of city government.
3. Principles and practices of public administration, personnel administration, and assigned functional areas.
4. Local government practices and administration.
5. Application and utilization of computer systems.
6. Municipal finance.

ABILITIES: Ability to:

1. Analyze complex problems, evaluate alternatives and make creative recommendations.
2. Present ideas, information and recommendations, orally and in writing.
3. Establish and maintain effective working relationships with elected officers, supervisors, co-workers, other departments, other agencies, business and community groups, and the general public.
4. Exercise sound independent judgement within general policy guidelines.
5. Select, train, supervise and evaluate assigned personnel.

6. Participate in related training programs.
7. Provide leadership and consultation to City Administrator and other managers.
8. Meet the public to discuss problems and complaints tactfully, courteously, and effectively.
9. Analyze the effectiveness of, and make recommendations for, changes in procedures, policies, and organization structures.
10. Formulate and enforce departmental rules, policies, and procedures.
11. Formulate and administer the assigned budget areas.
12. Administer an effective customer service program.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone
4. Copier
5. Calculator
6. Facsimile machine
7. Specialized computer software
8. Presentation equipment, microphones, easels, overhead projectors, tape recorder, etc.
9. Television and VCR equipment
10. Automobile

PHYSICAL DEMANDS:

Under typical office or field conditions, employee will perform the following physical activities which include handling files, books, binders, and sometimes boxes of work-related material:

1. Sitting, for prolonged periods of time working at a computer or attending meetings, including Council meetings which may last over 6 hours.
2. Walking
3. Standing, for up to 4 hours during presentations and training seminars.
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting, up to 25 lbs.

11. Driving
12. Speed, in meeting deadlines and using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses while using a computer, printer, telephone, copier, calculator, fax machine, television, VCR, microphone, easel, overhead projector, tape recorder, automobile, etc.:

1. Seeing
2. Speaking
3. Hearing
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, radios, typewriters, etc.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical conditions, traveling to meetings, or attending training sessions, less than 10% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 10% of the time.
3. Flooring: Carpet, wood, tile, linoleum, uneven surfaces, grass, rock, asphalt, etc.
4. Noise Level: Normal outdoor levels when working or traveling in the field.
5. Lighting: Normal outdoor conditions, with chance exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle or plane.
7. Dust or Fumes: Normal outdoor levels associated with pollen, dust, vehicle exhaust, etc.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, telephone, copier, calculator, fax machine, VCR, television, microphone, easel, overhead projector, tape recorder, etc.

When working or traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. A Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, Political Science, Public Policy, or a closely related field. In addition, a Master's degree in Public Administration, Public Policy, Political Science, or related of field of study is required.
2. Five years of increasingly responsible recent experience in local government that has included broad and complex management experience (including the supervision of professional, technical and support staff) and exposure to a wide variety of municipal government operations and functions.
3. Additional related work experience may, at the sole discretion of the City, be considered in lieu of the Master's degree.
4. Strong computer skills are required.
5. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
6. Pass a detailed background check for employment, including a Department of Justice criminal records check.
7. Pass a post-offer medical examination, which includes a drug test.
8. Prefer non-tobacco user.