



## **JOB DESCRIPTION**

### **ASSISTANT CITY MANAGER**

#### **DEFINITION:**

Under general direction of the City Manager, to plan supervise, and initiate programs of an administrative nature; assist the City Manager on special projects and policy formulation; demonstrate a variety of professional, technical, analytical, and administrative skills in providing staff assistance to the City Manager; supervise departments as assigned by City Manager; and perform other related duties as assigned.

#### **EXAMPLES OF DUTIES:**

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.) **(E=Essential Duty; M=Major Portion of Time)**

- Provides responsible and professional staff assistance to the City Manager, including participating in the development, planning, and implementation of City goals, objectives, policies, and priorities, as assigned. (E-M)
- Manages, plans, supervises, and coordinates a comprehensive program of redevelopment, housing and economic development activities, including planning, community involvement/acceptance, and implementation. (E-M)
- Assists the Redevelopment Agency's Downtown Revitalization Program through the implementation and supervision of a program of community special events and projects, and act as the City Manager's liaison with the Ukiah Main Street Program, Chamber of Commerce, and the business community.
- Facilitates, leads, and/or participates in meetings and committees; represents the City Manager's office and/or the City at meetings and conferences; serves as liaison between departments, external organizations, the general public, and other agencies. (E-M)
- Identifies problems, conducts research, analyzes data, and makes recommendations on a variety of administrative, fiscal, and operational issues. (E-M)
- Assists the Airport Manager with the activities and projects at the Ukiah Regional Airport; negotiate and implement leases with airport tenants.
- Serve as the Public Relations Officer. (E)
- Assists with the preparation and review of the City Council agenda and staff reports. (E)
- Organizes, coordinates, and implements various assigned programs and procedures requiring intradepartmental cooperation.
- Prepares and presents staff presentations to the City Council. (E)
- Prepares/participates and administers budgets for assigned departments; monitors revenues and expenditures.
- Serves as a project manager in negotiating, implementing, and administering the City's participation in various joint operating ventures and contracts; manages contracts with external service providers.

- Responds to questions and comments from the public in a courteous and timely manner.
- Acts as the City Manager in his/her absence. (E)
- Works flexible hours. (E)
- Performs other duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

- Principles, practices, and techniques of municipal administration;
- Principles and practices of budget development and administration;
- Principles and practices of economic community development, redevelopment, and housing;
- City operations, rules, policies, and methods;
- Principles and practices of public relations and public information, program development and administrations, and public/private negotiations;
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs;
- Research techniques and methods of report presentation;
- Principles of analysis concepts and computer operation;
- Principles of supervision, training, and performance evaluation;
- Applicable Federal, State, and local laws, regulations, ordinances, and policies;

### Ability to:

- Communicate well with all sectors of the community and make effective public presentations;
- Effectively represent the City with individual citizens, community groups, and other governmental agencies;
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work;
- Communicate and present ideas clearly and concisely, orally and in writing;
- Properly interpret and make decisions in accordance with laws, regulations, and policies;
- Evaluate extensive data effectively and objectively, and prepare oral and written reports and recommendations clearly, logically, and concisely;
- Analyze administrative issues and situations and develop effective resolutions;
- Comprehend various aspects of local governmental operations;
- Work successfully with a wide range of people, including members of the community, City staff, elected officials, and outside public agencies and private companies.
- Use and operate computer system which requires manual dexterity.

## **EXPERIENCE**

At least five years of increasingly responsible experience in municipal administration.

## **EDUCATION**

Education equivalent to a Bachelor's Degree in public or business administration from an accredited college, or closely related field.

## **SPECIAL REQUIREMENT**

Possession of a valid Class C California Driver's License.