

## **Assistant City Manager - 1595**

### **Primary Reason Why Classification Exists**

To perform administrative managerial work in a dual role as Assistant City Manager and overseeing the Planning, Recreation and IT departments.

### **Distinguishing Features of the Class**

An employee in this class serves as the primary management assistant to the City Manager. Emphasis of the work is on serving as the Assistant City Manager and overseeing the Planning, Recreation and IT departments. The employee is expected to exercise a considerable degree of independence, initiative, and judgment in absence of the City Manager and to coordinate the operations of all City departments. The employee in this position provides guidance, direction, and leadership to department directors all of whom are working toward achieving common City objectives. Work is performed under the direction of the City Manager and is evaluated on the basis of attainment of individual and City objectives.

### **Essential Functions/Typical Tasks:**

- Serves as the primary staff management official to the City Manager
- Conducts operational and policy research for the City Manager and City Council on intergovernmental relations, special projects, problem-solving, dealings with agencies/groups, and the public
- Oversees the operations and direction of the Planning, Recreation and IT departments.
- Coordinates and prepares special research reports
- Reviews state and federal legislative activity for implications with City operations; produces various reports for management and City Council
- Researches and drafts new or amended policies for City Manager and City Council
- Provides assistance to the City Manager in developing agenda items, researching background materials, and presentations for the City Council
- Serves as an administrative liaison on behalf of the City Manager & City Council with the general community, business interests and developers, civic groups, and other appointed/elected officials from other jurisdictions and levels of government
- Represents the City Manager at conferences and meetings; briefs the City Manager on all work projects and on-going community issues
- Participates in the formulation of the City's capital improvement plan
- Performs all other duties as assigned

### **Knowledge, Skills, and Abilities:**

- Extensive knowledge of the principles and practices of public administration, personnel management, finance, and debt management
- Considerable knowledge of the purpose and operations typical of municipal services such as urban & regional planning, recreation, the arts, community relations, library services, communications, neighborhood services, and public safety
- Knowledge of data collection and analysis techniques and policies and processes for developing annual operating budgets and capital budgets
- Knowledge of State, federal, and local ordinances, laws, rules and regulations
- Knowledge of the principles and practices of supervision and employee relations

- Knowledge of common computer hardware and software applications to perform the essential functions of the job
- Knowledge of organization and structure of the City government, standard operating guidelines, and policies, rules, and regulations
- Knowledge of effective public relations techniques
- Ability to plan, direct, and coordinate municipal programs
- Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public
- Ability to establish and maintain effective relationships with the community at large, the City Council, and other public officials
- Ability to analyze unusual situations and resolve through application of City policy, management principles and practices
- Ability to develop comprehensive plans to meet future needs of services of the City
- Ability to work independently, multitask, exercise sound judgment, make decisions on behalf of the City and coordinate and organize multiple projects
- Ability to operate and maintain equipment to perform the essential functions of the job
- Ability to manage conflict and develop effective resolutions

### **Education and Experience**

Graduation from an accredited college or university with a Master's degree in Public Administration or a related field; and 5 - 7 years of progressively responsible municipal government management experience; or any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job

### **Physical Requirements**

Work in this classification is considered as primarily sedentary and is generally performed in an office setting. Must be able to physically perform the basic life operational functions of stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions. Must have visual acuity to perform tasks requiring color, depth perception, and field of vision sufficient to perform tasks associated with the preparation and analysis of figures and data, operation of a computer, and extensive reading and writing, and operation of a motor vehicle.

### **Working Conditions**

Most work is performed primarily in an office setting with controlled environmental conditions.

### **Special Requirements**

- Valid North Carolina Drivers License
- Professional certification from the International City Management Association (ICMA) or other leading professional certification bodies is desired
- Completion of the Municipal/County Administration Course from the Institute of Government, UNC Chapel Hill, is desired

**FLSA Status:** Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the City; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status of other employees are given particular weight)

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The City reserves the right to assign or otherwise modify the duties assigned to this classification.

January 2015