

CLASSIFICATION ADDENDUM

Job Title: Assistant City Manager

Classification Specification: Executive Manager

Barg Unit: Non

Pay Grade: E91

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Assistant City Manager assists the City Manager in providing executive leadership for the organization, provides oversight for assigned departments. Serves as a liaison between the City Council, operating departments, and the City Manager; provides general leadership and direction to City staff, provides effective guidance and response to the City Council; represents the City Manager and the City internally and in public settings, and acts in the absence of the City Manager; participates as a member of the City Executive Team by contributing to policy formulation, program development, and organizational strategic planning; supervises staff and conducts budgetary duties; provides leadership and direction for complex projects requiring coordination between departments, and/or other agencies; monitors progress in achieving organization work plans and budget goals; represents the City in a variety of settings and serves on task forces, committees, and other groups as needed; conducts a variety of research and special studies/projects. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of public administration or related with increasingly responsible experience in public administration, including management and executive management experience.

Licensing Requirements:

- N/A

Knowledge:

- Municipal and local government structure, purpose, and operations;
- Public finance and fiscal activities;
- Statutes and regulations that apply to local governments;
- Information system capabilities and applications.

Skills: *(Demonstrated skill in performing the following)*

- Directing and leading the activities of staff, projects, and multiple departments;
- Analyzing and formulating/communicating complex financial, administrative, organization and management recommendations understandably to commissions, boards, other agencies, and the general public.

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis. Travel as required.
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Addendum History

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