

EXHIBIT A



CLASS SPECIFICATION

CLASS TITLE: Assistant City Manager

DESCRIPTION: Under administrative direction, provides highly responsible staff assistance to the City Manager, including oversight of internal controls and operations, coordination of existing City programs; provides leadership, direction and project management. The incumbent's assignments will vary in scope and content depending upon the changing needs of the City Manager; serves as Acting City Manager, as assigned, and is a member of the City's Executive Leadership Team.

DISTINGUISHING CHARACTERISTICS: This position exercises considerable independent judgment in planning, implementing and guiding, as assigned, the activities of various Departments, Divisions and special projects to ensure they are in concert with the policies and goals of the City Manager and City Council; provides administrative guidance, as assigned, to departments to ensure the City's goals and objectives are achieved in a timely and professional manner; provides the City Manager and City Council with accurate and timely information to support decision-making and policy direction; serves as an agent of the City Manager in conflict and dispute resolution; assists in the overall daily administration, decision-making and policy direction guidance with the City Council and staff. This position provides effective, professional leadership, positioning the City to meet the community's current and future needs through appropriate technologies and services.

SUPERVISION RECEIVED AND EXERCISED: Direction is provided by the City Manager. Responsibilities include assisting assigned City department heads with a variety of administrative areas, and provides direct/indirect supervision of assigned senior management, professional and technical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Duties may include, but are not limited to the following:*

- Facilitates, organizes and directs the activities of assigned departments, programs and projects; May coordinate legislative reviews and response programs with the City Attorney's Office; directs and participates in the development and implementation of goals, objectives, policies, procedures and priorities to ensure project and program objectives are met.
- Represents the City and the City Manager to management staff, elected officials, and outside agencies; create, present and explain City programs, policies, and activities; and negotiate and resolve sensitive, significant, and controversial issues.

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- Meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.
- Identifies complex policy issues and works with departmental executive staff to create, present and implement comprehensive solutions with approval of City Manager and City Council.
- Proactively monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of changes.
- Participates in and contributes to the development and administration of the annual City budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; directs and approves expenditures of assigned departments; and direct the preparation and implementation of budgetary adjustments as necessary.
- Complies with all City safety requirements and practices and ensures that any direct reports comply with all City safety requirements and practices.
- May represent the assigned departments to the City Council, citizen, developers, engineers, architects and numerous other citizen committees and other City departments; establishes and maintains liaison with various Federal, State, county and local officials on related issues important to the community.

QUALIFICATIONS:

A typical way of gaining the requisite knowledge and abilities:

Education/Experience: Bachelor's degree from an accredited four-year college or university, preferably with a major in Public or Business Administration or a related field and a Master's Degree in Public or Business Administration is highly desirable. A minimum of six years of extensive, progressively responsible experience in public management, including management experience in local government at a Department Director level; and/or any equivalent combination of training and experience that provides the knowledge and abilities as listed below.

Knowledge of: Principles, practices and methods of a public administration; organizational and management practices as applied to the analysis and evaluation of development programs, policies, and operational needs; advanced principles and practices of development services; research methods and sources of information related to urban growth and development; principles of economics and statistics; pertinent Federal, State and local laws, codes and regulations; safety protocol, principles and practices of organization, administration and employee management; advanced principles and practices of urban planning; practices and methods of supervision, training techniques, leadership, organizational and operational control; current trends in development and local government; general principles of effective administration and budget preparation; cost recovery techniques and fee structuring; computer applications related to the work.

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Ability to: Develop, organize and administer the functions of assigned departments; Ability to employ technical expertise to identify and analyze all information necessary to objectively assess options and determine the optimal course of action to achieve desired long and short-term results; plan, direct, coordinate and supervise the work of professional and technical staff including monitoring work schedules and evaluating the work of subordinates; establish and maintain effective working relationships with the public, developers, consultants, governmental officials and public bodies; interpret and apply zoning, building regulations and planning concepts to unusual or difficult land use problems; prepare and present comprehensive reports; communicate clearly and concisely, orally and in writing; utilize personal computers to perform word processing, spread sheet and specialized functions; administer budgets; train, direct, develop and motivate employees; build and sustain a culture of trust; exemplify and foster an enthusiastic, resourceful and effective service attitude with public and co-workers.

Special Requirements: Possession of a valid Class C Driver's License and a good driving record. Independent travel is required. Attendance at evening meetings necessitates work outside normal working hours. This is an exempt, at-will position.