Bargaining Unit: FLSA:

Position Number:

MX Exempt 01190

ASSISTANT CITY MANAGER

DEFINITION

Under the administrative direction of the City Manager/Executive Director, to assist with planning, organizing, managing, and directing the functions of City government; to oversee and direct the functions and operations of the Redevelopment and Economic Development Department, Airport, and other departments as assigned, to represent City Council and Redevelopment Agency policies and programs with City staff, community organizations, other agencies, and the public; to have a major role in employer-employee relations; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is an executive management position for assisting with general management of City operations and services.

REPORTS TO

City Manager

CLASSIFICATIONS SUPERVISED

Staff assigned to Redevelopment, Economic Development, Airport, and other departments as may be assigned from time to time.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Serves as the primary support for the executive management responsibilities of the City Manager/Executive Director; plans, organizes, directs, and coordinates the functions, operations, and services of the Redevelopment, Economic Development Department and the Airport Department; assists the City Manager/Executive Director with coordinating a variety of City programs involving Federal and State grants and aid; serves as a representative of the City Manager/Executive Director at meetings and conferences, as delegated; attends City Council/Redevelopment Agency meetings and makes a variety of presentations and reports; serves as Chief Negotiator in collective bargaining; confers with the City Manager and other Department Heads, providing advice and consultation on the development of city services and policies; conducts a variety of special studies and surveys to determine the effectiveness of City government; keeps the City Manager/Redevelopment Agency informed of the activities and potential problems of City and Agency services; represents City Council policies with employees, other governmental agencies, the public, and community organizations; maintains a continued awareness of administrative practices, recommending changes to the City Manager/Executive Director; reviews the operations of the City Departments for conformance

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Continued):

with appropriate work standards; selects, directs, and evaluates management staff in the Redevelopment, Economic Development, and Airport Departments; coordinates City/Agency functions with other government agencies; oversees the preparation and administration of grant applications; responds to sensitive citizen information requests and complaints.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye hand coordination; lift and move objects weighing up to 25 pounds, corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; frequent driving to different locations within and outside of the City; frequent contact with City staff, City Council/Agency members, and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Programs, services, and functions of operating departments.

Principles and practices of public administration, including administrative analysis, fiscal planning, and control, and policy and program development.

Laws, rules, ordinances, and legislative processes controlling municipal government and Redevelopment Agency services and operations.

Organization, problems, and functions of municipal government.

Research and evaluation methods.

Personnel, employer-employee relations, and equal employment opportunity programs, procedures, and requirements.

Principles of management, supervision, training, and employee evaluation.

Personal computers and software applications related to City management and administration.

Ability to:

Plan, organize, manage, coordinate, and supervise the functions and services of the City and Agency.

Assist with the general management and administration of City and Agency services and functions.

Prepare and administer a budget and oversee fiscal controls.

Direct the gathering, organization, analysis, and presentation of a variety of data and information.

Prepare clear, concise, and accurate records and reports.

Evaluate, formulate, and develop recommendations on improvements to City/Agency operations, programs, and services.

DESIRABLE QUALIFICATIONS (Continued):

Ability to:

Provide advice and consultation to the City Manager/Executive Director and City Council/Agency on the development of ordinances, regulations, programs, and policies.

Communicate well during public presentations.

Exercise supervisory and management authority tactfully and effectively.

Effectively represent the City/Agency policies, programs, and services with the public, community organizations, City/Agency staff, and other government agencies.

Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least five years of progressively responsible experience in City management/Redevelopment Agency operations, including at least two years in a supervisory or management position and significant work in a public agency involving development and administration of programs, budgets, and public information. Generally this would include a Masters or Bachelors Degree in Public Administration, Business Administration, Political Science, or related field.

Advanced educational training in subjects related to the development and administration of municipal government is highly desirable.

Special Requirements:

Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment determined by the City Manager.

APPROVED Chairperson, Personnel Board

DATE: 9(10/0)