

ASSISTANT CITY MANAGER

POSITION SUMMARY: Act as the city manager's principal assistant in a variety of administrative affairs and duties. Serve as communication director; is responsible for managing areas such as media inquiries, the City's website, and social media platforms. Direct and monitor projects assigned by the city manager. Serve as liaison between the city manager and department heads, community groups, boards, and designated government agencies. Responsible for developing, overseeing, coordinating, and implementing diverse programs and activities related to business and community growth. Work is frequently performed under broad, rather than specific, direction in which considerable independent judgment is exercised. The assistant city manager may be required to assume management for an interim period over certain departments or key City activities. May be appointed, with the authorization of the City Council, to serve as acting city manager. The status of the position is equivalent to a department head.

SUPERVISION RECEIVED: Work is performed under the direction of the city manager.

SUPERVISION EXERCISED: Supervision is exercised over subordinate departmental personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Carry out various administrative assignments which may involve formulating policy, establishing procedures, and accounting for results. Research information, prepare reports, and make recommendations to the city manager and City Council.
2. Serve as the City's principal liaison resolving citizen complaints and other important issues with interested parties by working with the appropriate department.
3. Act as City spokesperson and communication director as directed, establishing and maintaining effective relationships with citizens, news media, City officials, employees, business representatives, volunteers and other interests. Maintain all social media platforms. Respond to public inquiries and investigate complaints.
4. Assist in the preparation of the Council agenda as directed by the city manager.
5. Assist in the coordination of the budget process for those budget responsibilities specific to the city manager.
6. Attend City Council meetings, staff meetings, committee meetings, and conferences in order to provide assistance to the city manager and make recommendations on subjects under discussion.
7. Serve as the Downtown Development Authority (DDA) administrator and represent the City on boards, commissions, and committees as directed by the city manager. Develop and implement programs and procedures regarding business recruitment, retention, and expansion.
8. Act as economic development coordinator for the City. Meet with business representatives and recommend tax abatements to the city manager and City Council in accordance with established procedures. Responsible for the Economic Development Corporation (EDC) and

Brownfield Redevelopment Authority boards and for program administration.

9. Create and maintain a system of reporting, interpreting, and publicizing activities and programs to the community through various platforms such as press releases, newsletters, and the City's social media and website. Evaluate programs for effectiveness, prepare materials, maintain records, and compile evaluations and reports.
10. Seek and secure alternative funding sources such as grants, partnership agreements, and sponsorships.
11. Confer with and advise department and division heads in working out detailed plans for functions that the city manager has delegated.
12. Make decisions and sign agreements in the absence of the city manager as appropriate and necessary.
13. Perform organizational and procedural analyses of the City departments and areas as directed. May be assigned management responsibility for specific City operations or key activities on an interim basis.
14. Keep abreast of legislative or regulatory developments and current issues. Maintain cooperative relations with peer agencies and other governmental units. Attend conferences, workshops, and seminars as appropriate.
15. Perform related work as directed by the city manager.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in public administration, business, finance, or related area. Credentials beyond the degree requirement include professional certification and/or master's degree.
- B. Ten years of job-related experience with progressively increased management responsibility.
- C. Thorough knowledge of the principles and practices of public administration.
- D. Possess a high level of interpersonal skills. Able to use good judgment, initiative, and resourcefulness to communicate effectively with elected officials, department heads, employees, volunteers, the public, and internal and external professional contacts through which the City conducts its business and affairs.
- E. Ability to respond to inquiries and requests with a high degree of diplomacy and professionalism.
- F. Demonstrated ability to effectively communicate ideas and concepts orally, in writing, and while presenting in public forums.
- G. Proven experience working with boards and commissions.
- H. Proficiency in the use of information technology including software applications related to

areas of responsibility. Able to quickly learn other technology as necessary.

- I. Ability to critically assess situations and solve problems, to work efficiently and under stress, and to perform within deadlines and with changing work priorities.
- J. Ability to effectively train, lead, and motivate employees and to supervise and evaluate the work of others. Demonstrated ability to persuade others and analyze complex information and to coordinate resources to accomplish organizational goals and objectives.
- K. Possesses a valid Motor Vehicle Operator's Permit.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet. The employee may regularly be required to travel to multiple locations within the City, to other communities, and out of state. The employee is required to drive in inclement weather.

March 8, 2017
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