City of Imperial Beach
Position Description

Title: **Assistant City Manager**
Department: **City Manager**
Division: **Executive Management**

GENERAL PURPOSE

Under administrative direction of the City Manager, performs highly responsible and complex professional administrative work while assisting the City Manager with the direction and coordination of the activities of all City departments; promotes effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and resource pooling; provides leadership in making recommendations in policy formulation; and acts for the City Manager in his absence.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager

SUPERVISION EXERCISED

May exercise supervision over assigned departments, staff, and activities as designated by City Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Acts for the City Manager in his/her absence. Acts as liaison between the Council, departments, and public agencies with regards to obtaining information, addressing administrative and citizen concerns, and resolving problems. Assists the City Manager in the direction and coordination of City operations. Assists the City Manager in the preparation, coordination, review and presentation of the annual operating and capital improvement budget and with various budget control activities. Conducts organizational studies of programs and City departments, as assigned, to improve level of public services, efficiency and effectiveness. Develops recommendations for City Manager on staffing and organization. Represents the City Manager at meetings of boards and commissions, other agencies and public groups. May attend City Council Meetings. Analyzes legislation and makes recommendations on City action based upon proposed or enacted legislation. May supervise the operations of designated departments and assigned employees.

Serves as the City's Personnel Administrator under the direction of the City Manager regarding enforcement of all personnel policies and procedures; Responsible for implementation of the City's personnel rules and regulations; Handles the City's labor relations and employee grievance processes in compliance with negotiated labor agreements; Conducts investigations of confidential, personnel related matters for compliance with all federal, state labor laws and regulations. Conducts performance evaluations and approves compensation adjustments of assigned personnel, including designated department directors, and hires and disciplines subordinate employees; and performs other related work as assigned by City Manager.

PERIPHERAL DUTIES
Coordinates and oversees the implementation of policies and procedures for the City Manger; Confers with the City Manager and City Council to determine basic policies and procedures to municipal issues, as directed; Advises and assists all City Departments and related agencies in administering, reviewing and coordinating City activities; Resources and operations; Assists in the negotiation, development and administration of contracts; Conducts comprehensive analysis, studies, and surveys of administrative matters regarding the determination of policy and administrative action; Represents the City Manager at various community and official events and meetings; Meets with the public and with officials of other cities; agencies and civic groups in the development and coordination of City affairs; Assists in the drafting of proposed resolutions and ordinances; Prepares correspondence; and performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a college or university with a bachelors degree in public administration, political science, business management, or a closely related field.

(B) A Master's Degree in Public Administration or Business administration is desirable.

(C) Six (6) years of related experience in municipal or local government; Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year to year basis.

(D) Three (3) years of supervisory and management experience; or at least three years (3) recent experience administrating a department, division, program or function in a public agency with responsibility for budget and personnel management.

KNOWLEDGE OF:
- Modern principles, practices, and techniques of municipal management and administration.
- Principles of personnel management and public administration.
- Principles of supervision and training.
- Applicable City, County, State, and Federal laws affecting municipal management.

- Principles of local government organization and financing.
- Budget development, preparation, and administration.
- Research methods and procedures.

ABILITY TO

- Present data and information orally and in writing in an effective and organized manner;
- Analyze and summarize data on a variety of technical and administrative matters;
- Interpret and apply plans and policies;
- Establish and maintain effective working relationships with employees, employee organizations, City officials and the general public;
- Analyze problems of organization and management in order to recommend and implement effective courses of action;
- Plan, organize and direct the work of others;
- Speak and write effectively;
- Prepare clear, complete and concise reports;
- Accurately record and maintain records;
- Prepare and administer the budget and fiscal controls;
- Prepare a variety of reports and presentations.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word processing; spreadsheet and data base software; 10- key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those of an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.