GENERAL PURPOSE

The Assistant City Manager assists in the general administration of the City organization and performs a variety of advanced professional and technical administrative duties including planning, organizing, coordinating and directing one or more major City functional area; provide policy guidance and coordinate the activities of assigned departments, divisions and services; foster cooperative working relationships with civic groups, inter-governmental agencies and City staff.

DISTINGUISHING CHARACTERISTICS

General direction is provided by the City Manager; responsibilities include the direct and indirect supervision of management, technical and support services personnel.

This single class position has management responsibility for overall policy development, program planning, fiscal management, administration, and operation of departments and/or divisions within the broad functional areas assigned. The employee is responsible for accomplishing departmental goals and objectives and for furthering City goals and objectives within general policy guidelines.

ESSENTIAL FUNCTIONS

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:
Serve as City Manager on a relief basis.

Plan, organize, coordinate, and direct, through department directors or division managers, the work of specified functional areas.

Gather and analyze data and make recommendations on formulation of policy, staffing and organizational changes; develop and direct the implementation of goals, objectives, policies, procedures and work standards for the assigned departments.

Work closely with the City Manager, City Council, other City departments, a variety of public and private organizations, and citizen groups in developing programs and implementing projects to solve problems related to area of assignments.

Advise the City Manager and City Council on related issues and programs; prepare and recommend long-range plans for city services and programs.
Develop specific proposals for action on current and future City needs; administer grant programs; oversee the City’s capital improvements program; oversee the Public Works Department and Parks Division.

Recommend final Interpretations of City Regulations and various ordinances, codes, and applicable laws to ensure compliance;

Assist in budget development; monitor and approve expense requests;

Represent the City and work closely with citizen boards and commissions and public and private officials to provide technical assistance, directly or through subordinate staff; serve as staff liaison to San Marino Traffic Commission and Lacy Park Landscape Committee.

Oversee personnel administration for the City; assist in employee relations and communication with employee groups; serve on management negotiating team in contract matters, grievances and other meet and confer situations.

Attend City Council and other Board and Commission meetings as required.

Perform related duties as assigned.

QUALIFICATIONS
Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential job duties of the position is qualifying.

Knowledge, Skills and Abilities:

Knowledge of
Principles and practices of public administration and program areas related to the organizational and service areas managed; administrative principles and methods, including goal setting, program and budget development and implementation and employee supervision.

Principles and practices of budget development and administration; funding sources impacting program and service development.

Research techniques, sources and availability of information, and methods of report presentation; applicable legal guidelines and standards affecting the administration of a municipal government.

Principles and practices of contract administration and evaluation; risk management and public safety techniques and requirements.

Social, political and environmental issues influencing program administration.

Skills/Abilities
Plan, organize, administer, and coordinate a variety of City services and programs.

Select, motivate and evaluate staff and provide for his/her training and professional development.

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.

Analyze complex technical and administrative problems, evaluate alternative solutions, and adopt an effective course of action.
Prepare clear and concise reports, correspondence, and other written materials.

Exercise sound, independent judgment within general policy guidelines.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

**Education**
A Bachelor’s degree from an accredited college or university with major work in public or business administration, finance, or a closely related field. A Master’s degree is highly desirable.

**Experience**
Substantial management, supervisory or administrative experience at a department head level in municipal government or similar public agency setting. At least six years of increasing responsibilities in public administration; at least five years of progressively responsible administrative experience in municipal government, including management and supervision of work activities. Experience in working with citizen’s organizations is desirable.

**Licenses/Certificates**
Possession of a valid California Class C driver’s license.

**Physical Demands and Work Environment**

**Physical demands**
The physical demands described 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.

Employee is regularly required to sit at desk and in meetings for long periods of time; talk or listen, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

**Work environment**
Characteristics described are representative of those 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.
While performing the duties of this job indoors, the work environment is generally in a temperature controlled office. Noise levels in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to emergency vehicle sirens, telephones and other office equipment. While performing the duties of this job outdoors, the employee is subjected to outdoor weather conditions with little to no temperature control; is routinely exposed to the sun, may be exposed to extreme heat, cold, wind, and rain.

Department: City Manager  
FLSA Status: Exempt  
Revised: 7/1/13