

ASSISTANT CITY MANAGER

JOB DESCRIPTION

Classification Responsibilities: An Assistant City Manager performs highly responsible administrative work involved in planning and managing the majority of the operating departments for the City. Responsibilities include: advising City management and the City Council on the effective, efficient, and economical management of the area of assignment; strategic planning, and submitting reports and recommendations on a variety of issues concerning activities. Administrative duties include: developing short- and long-range goals and objectives; overseeing the development, preparation, and administration of the budget; supervising, directing, and evaluating the work of Directors and/or other assigned staff; coordinating activities with other City departments to ensure effective working relationships; and speaking before groups on the plans, programs, and goals of the area of assignment. Incumbents delegate considerable authority for the performance of technical and administrative activities, but retain responsibility for results obtained. This class serves as Acting City Manager in the absence of the City Manager. This class performs related duties and functions as delegated, assigned, or required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Employees in this class may be required to attend meetings of the City Council and Council committees, Arizona League of Cities and Towns, Maricopa Association of Governments (MAG), as well as others, which may require working early morning or evening hours. Work is performed under the general direction of the City Manager and is reviewed through the evaluation of conferences, meetings, reports, and results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or a related field. A minimum of 10 years of progressively-responsible managerial, supervisory, and administrative experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in one or more of the functions within area managed is preferred based on assignment. A Master's Degree from an accredited college or university in Public or Business Administration, or a related field is preferred.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Advises the City Manager on operational matters through oral and written reports. Makes effective verbal and written presentations. Reviews and approves City Council communications prepared by areas of responsibility. Provides information on matters relating to the department. Discusses policies and procedures and presents recommendations to the City Council. Prepares correspondence, reports, agreements, data analysis, policies and procedures, etc. Communicates policies and procedures, staff expectations, and management perspective to the appropriate parties. Prepares City Council reports and reports for City management.

Manual/Physical: Attends meetings of the City Council and other related meetings and programs and reports on activities as requested. Operates a personal computer to create reports, correspondence, analyze data, and make PowerPoint presentations. May represent the City Manager at meetings by making presentations to explain program or project status, and arranges for compilation of data to assist in the decision-making process.

Mental: Plans, organizes, and directs the functions of assigned areas. Develops and implements policies and procedures applicable to administrative functions. Directs the work of management and professional-level personnel. Provides policy guidance to assigned areas. Reviews the general operations of assigned areas to determine their efficiency and provide direction on major projects or problem areas. Oversees the preparation of the administrative budget and strategic plan, and reviews and approves the subordinate responsibility center budgets and strategic plans. Conducts pre-deprivation hearings, investigates complaints, and makes decisions regarding disciplinary actions up to and including dismissal, etc. Comprehends and makes inferences from written material such as budget information, various reports, etc., to prepare the budget, make recommendations, and approve projects and purchases. Analyzes data (example: division reports, City Council reports, budgets, etc.) in order to make well-informed recommendations regarding the department. Learns job-related material regarding new legislation, administrative procedures, and operations methods and practices affecting areas of assignment.

Knowledge and Abilities:

Knowledge of:

the principles and practices of effective administration with particular attention to planning, organizing, and directing comprehensive administrative and management services;
governmental organization and public administration theories, principles, and practices, including personnel management and budget administration;
the principles and methods of budget preparation and monitoring;
the principles and practices of employee supervision, development, training, and evaluation; and
other City departments and divisions, as their operations relate to those of the areas of assignment.

Ability to:

effectively direct several functional areas;
resolve complex problems within the area of assignments; and
establish and maintain effective relationships with other City departments, subordinate staff, public officials, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 4/19

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JOB FCTN-ADM

PAY PLAN E01 – E18

PAY GRADE: E18

IND-9410

SWORN-No