



CITY OF ALBANY ASSISTANT CITY MANAGER

Under general administrative direction, serves as the principal assistant to the City Manager performing managerial and administrative duties necessary for the effective day-to-day management and operation of the City; performs long-range planning, programming, and budgeting of the Neighborhood Services, KALB, and Information Technology Divisions; provides general direction and supervision for these divisions; serves as Acting City Manager in the City Manager's absence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, paraprofessional, and support staff.

Class Characteristics

The Assistant City Manager has responsibility for assisting the City Manager in the overall management and operation of the City and for directing activities of assigned Departments/Divisions within the City. This position serves as a member of the City's senior management team and provides advice and counsel to the City Manager regarding strategic policy, City position, and problem solving issues relating to the assigned Departments/Divisions and the City overall. The Assistant City Manager is also responsible for directing and managing the City in the absence of the City Manager.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves as a key member of the City's management team, providing valued and effective leadership and support on all aspects of the City's short-range and long-range operations, policies, procedures and programs.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; provides data necessary for the City's cost allocation plan.
- Develops and implements a variety of plans, programs and projects, including the development of short-term and long-term strategies, organizational enhancements and financial planning strategies; develops policies and procedures for the effective management and operation of the Neighborhood Services, KALB, and Information Technology Divisions.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

- Represents the City in both interagency and intergovernmental matters including, but not limited to, the Alameda County Congestion Management Agency, the Metropolitan Transportation Commission, and Caltrans; works with and serves as staff liaison for various Committees and Commissions on major projects of City-wide importance.
- Represents the City to outside agencies, in the community, and at professional meetings; responds to requests for information from the public, other agencies, employees, employee associations, and other City departments.
- Assists in directing the operations of the City Government; provides leadership for major issues with City-wide implications; provides professional analysis and advice to City Council and the City Manager.
- Coordinates interdepartmental programs and projects.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards; establishes, within City policy, appropriate budget, service, and staffing levels.
- Initiates and conducts special studies, prepares reports, and makes recommendations for appropriate action.
- Makes presentations to the City Council, City employees, and others as required; creates handouts, agendas, and presentation materials for meetings as needed.
- Serves as Acting City Manager in the City Manager's absence.
- Performs related duties as assigned.

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of municipal government administration.
- Research methodology and techniques.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Technical, legal, financial, and public relations problems associated with the management of assigned area programs.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.
- Organize and prioritize a variety of tasks in an effective and timely manner.
- Type/word process accurately and at a speed sufficient for successful job performance.
- Identify problems/issues, collect relevant data, analyze options according to established criteria, and determine appropriate course of action within prescribed alternatives.
- Understand and carry out a variety of oral and written directions in an independent manner.
- Learn the City and departmental organizational structure, ordinances, policies and procedures; interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Read and write English at a sufficient level for successful job performance; speak and enunciate English accurately and in an acceptable manner.
- Constructively deal with conflict and difficult situations.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Analyze complex problems, evaluate alternatives, and make recommendations.
- Exercise sound independent judgement within general policy guidelines.
- Plan, organize, direct, and coordinate the major programs, services, and the work of technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the City.
- Prepare and administer budgets; allocate limited resources in a cost effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, urban studies, public policy or a related field; a Master's degree is preferred. Five years of increasingly responsible professional experience in public administration, including three years in a management or administrative capacity.

Licenses and Certifications

Valid California Driver's License.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may

be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.