CITY OF EL CERRITO

ASSISTANT CITY MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform high-level management, administrative and research tasks for the City Manager; to administer specific program areas; to provide professional analysis and advice to the City Council and City Manager; to make oral presentations and prepare reports, recommendations, and correspondence; to serve as acting City Manager as assigned; to function as a member of the City Manager's management team

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager.

Exercises direct and indirect supervision over management, professional and clerical staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Confer with the City Manager in directing and/or coordinating a variety of management and administrative support activities; participate in the review of issues facing the City and the development/implementation of programs; investigates and prepares reports on specific requests and complaints pertaining to various governmental activities.

Oversee specific City operating divisions and/or staff as assigned by the City Manager.

Conduct studies and analyses of regional, local and agency issues for the City Manager; conduct organization and management reviews; formulate recommendations and prepares reports; evaluate programs and prepare studies and analyses.

Confer with department officials, other public officials, consultants and citizens in the accomplishment of program objectives; coordinate contract arrangements with other agencies and private parties; coordinate and expedite reports and program information from City departments.

Attend meetings of the City Council, Commissions and other groups as required; represent the City Manager at various meetings in the consideration of general concerns and issues affecting the total operation of the City.

Assist and participate in the implementation of goals, objectives, policies, and priorities for City-wide government and the City Manager's Office.

Assist with annual budget development, preparation and administration, including monitoring of payments and accounts.

Supervise or conduct studies, public information efforts such as newsletter or websites, surveys and the collection of information on difficult operational and administrative problems; analyze findings and prepare reports of practical solutions for review by the City Manager; manage special projects.

Coordinate activities of the City Manager's Office with City departments and divisions and with outside agencies; assist in the installation of new programs and procedures.

Serve as Acting City Manager as assigned and in the absence of the City Manager.

Provide administrative direction to departments on general City matters, as assigned; confer with department heads, managers and employees regarding policy and procedure changes of significant impact.
Direct the work of support staff on a project or day-to-day basis; supervise work of personnel assigned to the City Manager's Office, as needed.

Marginal Functions:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of municipal administration, organizations and functions.

Current social, political, and economic trends and operating problems of municipal government.

Principles and practices of municipal budgeting and finance.

Principles of supervision, training and performance evaluation.

Local and state legislative processes.

Pertinent federal and state laws, rules and regulations regarding local government operations.

Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.

Ability to:

Provide effective leadership and coordinate a variety of program activities.

Research, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Analyze a municipal budget.

Identify and respond to people and sensitive community and organizational issues and take appropriate action.

Serve effectively as the administrative agent of the City Council.

Select, supervise, train and evaluate staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships.

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible administrative or managerial experience, including budgeting, supervision, purchasing and related central services in a governmental operating or staff agency.

Training:

Equivalent to a Master's degree from an accredited college or university with major course work in public or business administration or a closely related field.

Licenses/Certificates/ Other requirements:

Possession of or ability to obtain valid California driver's license.

PHYSICAL DEMANDS

Sitting:	Frequently	Lifting:	
Standing:	Occasionally	up to 10 lbs:	Occasionally
Walking:	Occasionally	11 to 25 lbs:	Never
Bending:	Occasionally	26 to 50 lbs:	Never
Crouching:	Occasionally	51 to 75 lbs:	Never
Stooping:	Occasionally	76 to 100 lbs:	Never
Kneeling:	Never	100 + lbs:	Never
Crawling:	Never	Carrying:	
Climbing:	Never	up to 10 lbs:	Occasionally
Balancing:	Never	11 to 25 lbs:	Never
Running:	Never	26 to 50 lbs:	Never
Twisting:	Occasionally	51 to 75 lbs:	Never
Turning:	Occasionally	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

Pushing/Pulling:	
up to 10 lbs:	Occasionally
11 to 25 lbs:	Never
26 to 50 lbs:	Never
51 to 75 lbs:	Never
76 to 100 lbs:	Never
100 + lbs:	Never

Grasping – firm:	Occasionally
Finger dexterity:	Frequently
Reaching forward:	Occasionally
Reaching overhead:	Occasionally
Pinch grasp:	Occasionally
Grasp – light:	Frequently

Coordination	-	Eye-hand:	Frequently
		Eye-hand-foot:	Never
		Driving:	Occasionally
Talking	-	Face-to-face:	Frequently
		Verbal contact:	Frequently
		Public:	Occasionally
Vision	-	Acuity far:	Required
		Acuity, near:	Required
		Depth perception:	Required
		Field of vision:	Required
		Accommodation:	Required
		Color vision:	Required
Hearing	-	Conversation:	Constantly
		Telephone:	Constantly
		Earplugs:	Never

MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Reading-simple, Reading-complex, Writing-

simple, Writing-complex, Math skills-simple, Math skills-complex, Spatial, Form, Clerical, Coordination, Analyzing, Compiling, Computing, Copying, Comparing, Mentoring, Negotiating, Instructing, Supervising, Diverting, Persuading, Speaking-signaling, Serving, Taking instructions-helping, Comprehend/follow instructions, Perform simple-repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied-complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Exposure to: Indoors, Works around others, Works alone, Works with others.