

CITY OF HALF MOON BAY

ASSISTANT CITY MANAGER

DEFINITION

To assume full administrative responsibility for the operations of assigned City program areas, to assist the City Manager in a wide variety of administrative tasks; to conduct specific and comprehensive analyses of a wide range of municipal policies and procedures; and to do related work as required.

SUPERVISION RECEIVED/EXERCISED

The Assistant City Manager receives administrative direction from the City Manager. Responsibilities include supervision of assigned City staff, contractors and projects.

IMPORTANT AND ESSENTIAL DUTIES

The duties and responsibilities listed below are only illustrative and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the position.

The Assistant City Manager is an exempt executive level at-will position responsible for, but not limited to, the following duties:

Assist the City Manager with the operational management of the City.

Conduct studies, surveys and collect information on difficult operational and administrative problems, analyze findings and prepare reports of practical solutions for review by the City Manager.

Work closely with the City Manager, Department Heads and contractors to implement City Council policy directives; assist and participate in the development and implementation of related goals, objectives and policies.

Represent the City before the City Council, community, outside agencies, and professional meetings as required.

Plan, organize, direct, supervise, motivate and evaluate assigned staff; Undertake required employee actions, including performance management, discipline, safety and other employment related issues; manage and approve work schedules, including overtime.

Analyze, interpret and explain City policies and procedures; confer with department heads and employees regarding policy and procedure changes.

Serve as liaison between the City Manager's office, community groups and business organizations within and outside of the City.

Perform important and difficult public liaison work and public outreach initiatives with citizen involvement; serve as a member of various City and/or County committees.

Investigate complaints and recommend appropriate action.

Develop and maintain effective and positive working relationships with City staff, contractors, partners and the public.

Respond to City emergency situations during regular work hours and outside of regular work hours as required.

Serve as Acting City Manager as assigned.

Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles and practices of: public administration and local government operations; organization, administration, budget, financial and personnel management; and public finance.

Effective methods and techniques of employee supervision and management; project management systems; and purchasing methods and principles.

Laws, statutes, ordinances and regulations related to municipal operations and assigned program areas.

Public finance and policy development principles.

Research and analytical techniques.

Contract administration and negotiation methods and procedures.

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

Effective methods of communication including verbal, written and computerized.

Skills:

Prepare budget analysis, cost projections, and cost-benefit analysis.

Manage complex projects.

Interact effectively with the public and other governmental agencies.

Elicit the cooperation of others and negotiate solutions to complex problems.

Analyze problems and develop solutions.

Plan, coordinate and direct and evaluate the work and activities of subordinate personnel.

Work both independently and as a part of a team.

Interpret and implement Federal, State and local regulations and procedures.

Ensure the City's values are carried out throughout the organization.

Operate contemporary office equipment, including computer systems and associated software.

Ability to:

Provide effective leadership and coordinate the activities of assigned program areas.

Analyze complex budgetary, personnel, management and operational structures and make sound recommendations for solution.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Plan, organize, and successfully implement complex projects and assignments.

Get things done. Generate and implement ideas. Motivate others to excel. Adapt effectively to change.

Be politically astute and capable of making recommendations in a political environment.

Exercise sound judgment.

Communicate clearly and concisely both orally and in writing.

Establish, maintain and foster good working relationships with others.

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely

provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible administrative experience in municipal government, including two years of significant supervisory and management responsibilities. Excellent analytical, administrative and interpersonal skills in managing assignments, projects and personnel are required. City Manager office experience is highly desirable.

Education:

The equivalent of a Master's Degree from an accredited college or university with major work in public administration or a closely related field.

PHYSICAL DEMANDS

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

WORKING CONDITIONS

Working in an office environment is required in this position. The incumbent must travel to and from work site.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess a valid California class "C" Driver's License.