

CITY OF BRISBANE
ASSISTANT CITY MANAGER

Definition

Under the direction of the City Manager: acts as the operations officer for the City Manager, coordinating daily interdepartmental activities; identifying, analyzing, and proposing solutions to operational and organizational issues, staff and budgetary issues; analyzes and revises operating procedures; and, acts on behalf of the City Manager in his/her absence.

Class Characteristics

The Assistant City Manager functions as the operations officer for the City Manager, monitoring City activities and projects, as assigned, to assure timely coordination and completion. The Assistant City Manager oversees Departments and Divisions as assigned; is. The Assistant City Manager makes recommendations to the City Manager for policies/procedures that enhance the organization/operations and is astute in the early identification of problems that need to be addressed by management. Emphasis is on early identification of problems to assure efficient, effective and consistent program and policy implementation.

Supervision Exercised and Received

General direction is provided by the City Manager. Responsibilities include the direct and indirect supervision of Departments and Divisions as assigned by the City Manager as well as other management, professional, technical, and clerical positions.

Examples of Important Duties and Essential - *the duties described below are provided as examples and are not to be considered as exclusive or all inclusive:*

- Assists the City Manager with the management of the City.
- Works closely with the City Manager and Department Heads, as assigned, to implement policy directives given by the City Council. Assists and participates in the development and implementation of related goals, objectives and policies.
- Coordinates interdepartmental activities, including follow-up on special projects and/or assignments to assure timely response or completion.
- Oversees Departments and Divisions, as assigned.
- Acting in consultation with the City Manager, provides input on operational considerations during budget discussions, focusing on staffing and/or manpower requests and proposing alternative methods of achieving departmental and/or City service needs.
- Identifies real or potential operating problems on a Citywide basis, and works with departments, as assigned, to resolve conflicts.
- Conducts studies, surveys, and collects information on difficult operational and administrative problems, analyzes findings and prepares reports of practical solutions for review by the City Manager.
- Formulates, recommends, and administers policies and procedures including those governing special projects.
- Leads important and complex community engagement initiatives , in coordination with operating departments
- Analyzes existing operating procedures on a Citywide basis, recommending revisions or new procedures to promote efficient, effective, and consistent delivery of services.
- Serves as acting City Manager, as assigned.

- Represents the City before the City Council, community, outside agencies, and at professional meetings, as assigned. Represents the City's interests at Federal, State, and Regional meetings and conferences.
- Conducts legislative analysis to determine the effect of proposed legislation on City operations and finances.
- Makes presentations to the City Council and other boards and commissions.
- Responds to citizen complaints and requests for information.
- Supervises, trains, and evaluates staff.
- Oversees the City's public information programs.
- Evaluates the effectiveness of current systems and procedures. Develops procedures and policies that address identified issues/areas of concern. Works proactively.
- Manages the City's risk management program, maintaining reasonable levels of risk retention and insurance for the City. Works with department heads to minimize exposure to incidents that may cause liability for the City or injury to its employees. Ensures prompt and accurate processing of claims, working with the City Attorney, and the City's independent claims administrator.
- Solicits input from employees and works cooperatively.
- Performs related duties as assigned.

Qualifications

Knowledge of:

The principles and practices of city management, supervision and public administration; laws related to public administration; principles and practices of local government budgeting and financial administration; dynamics of interpersonal communication and staff relationships; computerized office practices, procedures, methods and equipment.

Ability to:

Analyze, interpret and explain policies and procedures; prepare accurate and timely reports and analyses; develop, motivate, manage and provide effective leadership to City personnel. Establish, maintain and foster cooperative and productive working relations with the public, business, industry, and other governmental agencies; lead, motivate, challenge and elicit cooperation from others; be creative; monitor program/project development and make appropriate adjustments; express self clearly and concisely in both verbal and written form.

Skills in:

Interpersonal relations; analyzing problems and proposing solutions; negotiating; knowing when to let others take the lead; and computer technology.

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

Education: Possession of a Bachelor's degree from an accredited college or university with major course works in Public Administration, Economics, Business Administration, Political Science, Public Policy, or closely related field. A Master's in Public Administration or Business Administration or other related field is desirable.

Experience: Five years of increasingly responsible administrative management experience involving a combination of any of the following: human resources management, policy analysis, study and analysis of management, budget, organizational, and procedural problems and issues in a government agency.

License: Must possess a valid California class C driver's license and have a satisfactory driving record or have the ability to travel from one location to another to attend meetings.

Working Conditions: Work in a standard office environment, with occasional off-site and/or field assignments. The ability to travel from different sites and locations; drive and/or walk safely to different sites and locations; maintain a safe driving record; maintain a neat, professional and clean appearance; work protracted and irregular hours and evening meetings or off-sight work for meeting attendance or participation in specific projects or programs as needed.

Physical Demands: Able to use standard office equipment, including a computer; sit, stand, walk, and maintain sustained posture in a seated or standing positions for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make presentations; move 35 pound boxes, files, and materials.

Approved Date:
Resolution:

Revised Date:
Resolution:

Bargaining Unit: Confidential Management Employees
Resolution:

Former Titles:

Abolished: