



## **CITY OF WEBSTER CITY JOB BAND DESCRIPTION**

**POSITION:** Assistant City Manager

**JOB – BAND CLASSIFICATION:** Director

**Definition:** Under administrative and general policy direction, provides highly responsible and complex administrative assistance to the City Manager and City Council in coordinating and directing City-wide departmental activities and operations; assists the City Manager in executing the long-term vision for the City in collaboration with the City Council and Department Directors; provides leadership to all City departments to enable department directors to effectively and efficiently maximize available resources; ensures quality services provision to the residents of the community; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; performs related work as required.

Receives administrative and general policy direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercise direct and general supervision over assigned staff.

**Essential Functions:**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

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

- Assists the City Manager in planning, organizing, and directing the services and activities of City departments and programs
- Implements directives and policies from the City Manager; provides direction to Department Directors to coordinate and direct programs and projects; meets with Department Directors to identify and resolve organizational and operational problems

both within departments and across departmental lines; ensures the successful completion of programs and projects.

- Contributes to the overall quality of the City's service provision by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; 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.
- Participates in the development and administration of the City's budget; assists with budget forecast; reviews and controls programs and projects to ensure cost effectiveness.
- Provides for the selection, training, professional development, and work evaluation for the Department Directors, as well as administrative and clerical staff in the City Manager's Office; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Represents the City in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations; may act as a city liaison with the media.
- Represents and or serves as staff or management liaison to assigned internal or external boards, committees, or groups.
- Participates on and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings;
- Maintains and directs the maintenance of working and official departmental files.
- Maintain confidentiality of work-related issues and City information.
- Monitors changes in laws, regulations, and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.
- Assists the City Manager in framing Council's vision and strategies for accomplishing organizational initiatives.
- Advocates City, Federal, State and regional cooperation where opportunities exist to further the City's and region's goals.
- Monitors issues and keeps the City Manager informed about projects and issues of importance to Council.
- Provides the City Manager with accurate and timely information to support decision-making and policy direction.

- Provides direct oversight of programs and operations of assigned departments including developing and coordinating of department budgets, administering expenditures for major programs and projects.
- Promotes innovation, critical thinking and creativity in developing approaches and solutions to City needs. Empowers all levels of staff to be proactive and participatory.
- Promotes, encourages and leads collaboratively in seeking new ways to share resources, ideas and best practices in order to optimize service delivery organization wide.
- Conducts research and special projects and assures implementation of programs developed and initiated by the City Council and directed by the City Manager.
- Implement development of programs to address citizen needs to include citizen involvement.
- Coordinate with Directors/Supervisors or other appropriate parties to respond to citizen inquiries.
- Conducts complex and sensitive administrative, operational and management analyses, studies and research projects including those involving City-wide issues, programs, policies and procedures; selects, adapts and applies appropriate research and statistical techniques; gathers and analyses data and information from various sources on a variety of specialized topics.
- Attends City Council meetings and work sessions; researches, responds to and prepares correspondence; performs the necessary follow up and communicates with City management on sensitive and confidential issues.
- As directed, manage or assist in completing other duties as may be assigned by the City Manager.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

**Supervision Exercised:**

Acting City Manager in the absence of the current City Manager.

**Required Competencies:**

***Including but not limited to the following:***

- Thorough knowledge of government policies specifically related to strategic planning, organizing, directing and coordinating local government operations.
- Knowledge of the structure and operation of municipal government principles, practices, procedures and legal requirements.

- Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff.
- Knowledge of principles and processes for providing customer services.
- Knowledge of economic analyses and the ability to develop market, feasibility and impact studies.
- Knowledge and understanding of social media platforms and their respective participants and how they can be deployed and managed in different scenarios
- Strong understanding of local political environments and sensitivities, and the ability to function effectively within that environment.
- Knowledge of modern office practices and technologies and the ability to operate a computer and mobile devices.
- Ability to interpret pertinent legal documents, laws and regulations.
- Ability to keep current with changing technologies and to implement them.
- Ability to cultivate and maintain cooperative and effective working relationships with elected officials, advisory boards, department directors/supervisors, employees, the media and the general public.
- Ability to accurately analyze problem situations and adopt an effective course of action.
- Ability to communicate effectively in written and oral form to a diverse audience, and to prepare technical and administrative reports, statements and correspondence.
- Ability to work in situations which are potentially adversarial or stressful.
- Ability to keep information confidential.

**Education, Experience & Technical Skills Required:**

Graduation from an accredited four-year college or university with a degree in public administration, business administration or related field, master's degree preferable, and five years of directly related work experience with 2 to 3 years of management and supervisory experience.

**Physical and Environmental Requirements:**

Ability to sit for extended periods of time. Strength to push, pull, or lift up to 50 lbs. Eyesight sufficient to distinguish colors. Hearing sufficient to hear verbal and phone conversations. Reading and writing skills sufficient to complete essential functions of position. Ability to work alone as well as in a group.

**FLSA/Wage Hour Status:** Exempt