

ASSISTANT CITY MANAGER

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DEFINITION

Under general direction of the City Manager to administer the City insurance program; to direct the Human Resources Department; to coordinate the City labor relations program; to handle general administrative duties on behalf of the Manager; to prepare such reports and studies as may be requested by the City Manager; to act as City Manager in the Manager's absence; and to do related work as required. This position is Civil Service exempt.

EXAMPLES OF DUTIES

1. Meets and consults or confers with employee associations.
2. Acts as liaison with employee relations consulting firms.
3. Handles grievances on behalf of the City Manager.
4. Provides general direction to the analysts in the Human Resources Department on classification and examinations.
5. Monitors the workers' compensation, general liability, and unemployment insurance programs.
6. Handles claims against the City.
7. Directs the review or reviews personnel policy.
8. Handles the lease and sale of City property.
9. Conducts special studies concerning such issues as employee benefits, insurance, data processing, and internal operations; prepares reports for submission to City Manager and City Council.
10. Provides staff support to the Pension Board, Civil Service Board and other boards or commissions as requested by the City Manager.
11. Issues City permits on behalf of the City Manager.
12. Recommends and coordinates staff development activities.
13. Attends City Council meetings; answers phone calls from other governmental entities, the City Council, and the public.
14. Handles intergovernmental relations as delegated by the City Manager.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited college or university with a degree in Public Administration, or graduate degree in Public Administration; and

Experience: Administrative experience in municipal government which provided knowledge of general municipal management or administrative experience in a major executive position in a governmental agency.

Knowledge

Knowledge of management techniques, labor relations and employee development; current personnel management practices; classification and examination processes; workers' compensation and unemployment insurance law and concepts of insurance;

Ability

Ability to direct staff and to apply staff development techniques; conduct analytical studies and formulate appropriate comprehensive recommendations; work effectively with employee organizations; communicate effectively both in writing and orally.