

JOB DESCRIPTION

City of Patterson



Human Resources

ASSISTANT CITY MANAGER

JOB SUMMARY

*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.*

Under administrative direction of the City Manager, the **Assistant City Manager** assists with planning, organizing, and directing the overall administrative functions and operations of the City; provides direction, management, and coordination of projects, activities, departments, or divisions as assigned; provide a variety of specialized, complex, administrative, and management analysis to support decision-making; assist with recommending and implementing organizational goals, policies, and strategic plans, to include personnel, and fiscal management; serves as acting City Manager in their absence; provide executive level staff assistance to the City Manager and City Council; fosters cooperative working relationships among City departments, elected officials, intergovernmental, regulatory agencies, and various public and private groups; performs other work as delegated or required.

The Assistant City Manager is a single class executive management position. Incumbent is expected to perform with a high level of independence and must be highly skilled in effectively managing multiple projects and priorities. This class may be responsible for the overall management of Community Development, Engineering & Building Services, Finance, Public Safety, Public Works, and/or Recreation and Community Services, as assigned by the City Manager. May assist, provide direction, and manage a variety of citywide programs, activities, and high-level projects. Projects may consist of assignment of responsibility to obtain objectives in accordance with city policies and guidelines. The Assistant City Manager acts for the City Manager in their absence. This class is distinguished from the next higher classification of City Manager, which serves as the Chief Executive Officer over all City departments, programs, and services.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

May exercise direct supervision over executive, professional, administrative, and technical staff; other departments or divisions may report directly to the Assistant City Manager when designated by the City Manager.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Assist the City Manager in development and implementation of City goals, objectives, policies, procedures, and strategic plan; including the enforcement and administration of the Municipal Code.

Plans, directs, manages, and coordinates projects, activities, departments, and divisions as assigned.

Provides the City Manager with accurate, timely, specialized, complex, administrative, management reports and analysis regarding the City's services, programs, and activities to support decision-making.

Participates in the development and administration of annual budget; make recommendations to City Manager on departmental requests, and funding opportunities; may assist in directing the analysis, forecasts, and monitoring of City revenues and expenditures.

Represents the City Manager's office in City Council meetings, special commissions, and boards, citizen group discussions, and professional meetings as delegated.

Responds and resolves escalated resident and business complaints, and requests for information, not resolved at the department level.

Prepares and presents to Council staff reports, and a variety of other summarized reports that may include goals and objectives for implementation, and status review of policy as set by Council.

Serves as a liaison with other governmental agencies; monitors legislation, developments, and trends related to areas of responsibility and assignment, to provide updates, and recommendations to ensure compliance with County, State and Federal regulations as they relate to City governance.

Participates in the negotiation of development agreements; coordinates initiatives to attract appropriate commercial, residential, and business development.

Provides general assistance to City Manager on a variety of programs and projects as assigned.

May serve as acting Department Head when there is an absence or vacancy.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Modern principles and practices of public administration, including principles of organizational, economic, and community development, budgeting, fiscal analysis, long-term financial planning, personnel administration, supervision and evaluation; principles and practices of leadership, strategic plan development and implementation, and contract management; methods and techniques of public administration research, analysis, and report preparation; functions, authority, responsibilities and limitations of elected City officials; principles and practices of public finances, including debt and bond management; pertinent Federal, State, and local laws, codes and regulations; modern computer and software programs.

Ability to: Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the City and areas assigned; plan, organize, direct, coordinate and evaluate the work of others, delegate authority and responsibility; prepare comprehensive written reports, and deliver oral and written presentations to the City Council on a wide variety of municipal matters; conduct complex research and analysis, evaluate alternatives, make recommendations on solutions; organize, prioritize

and follow-up on work assignments; direct and administer municipal budgets, and allocate resources in a cost-effective manner; effectively represent the City and the department in meetings with external agencies, regulatory organizations, community and business groups; use computer systems and software applications and modern business equipment; understand, interpret, apply, and explain all pertinent laws, codes, regulations policies, and procedures relevant to area of work; use tact, discretion, and good judgement when dealing with sensitive or confidential matters; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

Must be able to attend special City events including evenings, weekends, and holidays, as required.

Must be able to attend night meetings and work extended hours as needed or required.

EXPERIENCE AND CERTIFICATION(S)

Any combination of education, training, and experience which would likely provide the required knowledge, skills, and abilities; would normally include:

Education: A Bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration, Industrial Relations, or a closely related field. A Master's degree is desirable.

Experience: Six (6) years of management level experience in municipal government, including the development and implementation of administrative or operational programs, policies, and procedures.

License or Certificate:

Possession of a valid Class C California Drivers License.

MENTAL and PHYSICAL REQUIREMENTS

Mental Requirements: The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to use oral and written communication skills; exercise sound judgment in the absence of specific guidelines; establish priorities and work on multiple assignments and projects simultaneously, and meet strict and changing guidelines given continual interruptions.

Physical Conditions: The physical demands described here are representative of those required to successfully perform the essential functions of this job: The ability to sit for extended periods of time; intermittently twist and bend; to use finger dexterity, simple grasping and fine manipulation to write, keyboard, handle and file documents and to answer the phone; occasionally reach for office equipment above or below desk level; may lift or carry items typically less than 20 pounds; the ability to walk, climb stairs, talk and listen to receive and communicate information; full vision and the ability to focus. Acute hearing is required when providing phone and in-person services.

Environmental Conditions: Work is performed in a standard office environment.

FLSA Status: Exempt

Established: November 2023

Approved: December 5, 2023