

## **ASSISTANT CITY MANAGER**

### DEFINITION

To assist the City Manager to administer, provide direction, oversee and review the internal activities and operations of the City of San Pablo including to assist in implementation of municipal policy as established by the City Council, act as the Chief Operating Officer and the City's Personnel Administrator; ensure required regulatory compliance of personnel and other operations; to represent the City Manager in their absence and to assist the City Council.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over management, supervisory, professional, technical and administrative support staff.

### EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide direction and review of the overall activities and internal operations of the City; provide oversight and assistance to department heads; assist the City Manager to establish administrative goals and objectives; identify areas of City service delivery in need of improvement as assigned; oversee and implement programmatic and service delivery changes as needed.

Act as the City's Personnel Administrator; oversee Labor Relations and human resource functions; direct and oversee the employee contract negotiations and contract implementation; responsible for personnel policy development, interpretation and implementation to ensure compliance with labor laws; manage the recruitment and selection processes and authorize hiring and termination of City personnel; responsible for workers' compensation claims administration.

Act as the City's Chief Operating Officer; assist to develop, prepare and propose the City annual budget; recommend long-term plans for capital improvements and their financing; assist the City Manager to implement a variety of financial planning processes; make recommendations to approve the forecast of additional funds needed for staffing, equipment, materials and supplies; recommend approvals of major expenditures and authorizations of mid-year budget adjustments.

Oversee the City Council report and agenda process; attend City Council meetings as requested; assist the City Manager to implement municipal policy as established by the City Council; assist the City Manager to respond to City Council inquiries; assist the City Manager with needed research and interpretation, explanation and preparation of reports and/or presentations for City Council; assist the City Manager to implement Council directives and ensure City ordinances are enforced.

Represent the City to other public agencies, community-based organizations, elected officials,

outside agencies, the media and other entities in the absence of the City Manager or as assigned; act as a City government liaison between the residents and the City government in the absence of the City Manager or as assigned; meet with citizens, local businesses, community groups and attend professional meetings as needed.

Assist the City Manager to coordinate and oversee interactions in cross-jurisdictional issues involving the City departments and other City Managers, public officials and outside agencies on issues that affect the local, regional and State on municipal management and local government functions as assigned.

Direct, oversee, develop, implement and assist with training and career development programs, work programs, safety training, regulatory compliance and wellness programs; assist in the development of detailed operating procedures in accordance with approved Council policies and procedures.

Confer with department heads and others concerning administrative and operational problems; request information or research; assist the City Manager to direct the investigation of the most difficult, sensitive, significant and controversial issues including public complaints or service-related problems; assist the City Manager to ensure resolution of issues and public complaints.

Direct and oversee the investigations of staff-related complaints and allegations of misconduct or policy violations by City employees; recommend or approve appropriate decisions and recommendations, including counseling and all levels of discipline, based on the factual findings of personnel-related investigations and in compliance with City personnel rules and employee bargaining agreement MOU's.

Prepare evaluations of department heads and other assigned staff; maintain discipline and high standards necessary for the efficient and professional operation of the City.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

Principles and practices of modern municipal government, management, administrative procedures, organizational development, and related functions.

Principles and practices of effective public relations, interrelationships and effective public

speaking techniques used with community groups, outside agencies, private businesses, City Council, employees and residents.

Principles and practices of municipal government finance management, revenues and resources, cost control methodology, budget preparation and administration.

Principles and practices of personnel/human resources management, training, performance evaluation, leadership, motivation, team building and conflict resolution.

Current trends and operating problems related to municipal government management.

Pertinent local, state and federal laws, rules, ordinances and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Ability to:

Assist the City Manager to administer, provide direction, oversee and review the internal activities and operations of the City of San Pablo including to assist in implementation of municipal policy as established by the City Council, act as the Chief Operating Officer and as the City's Personnel Administrator.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Develop, prepare and administer City-wide budgets, allocate resources, administer and direct cost control measures, and oversee financial long-range plans and programs to meet City needs.

Make effective public oral presentations and analyze, interpret, summarize, and present administrative and technical information and data to individuals or groups.

Supervise and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret, administer and apply a variety of City policies, programs, procedures, rules, ordinances and regulations.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Five years of increasingly responsible experience in a municipal organization, involving the responsibility for planning, organization, implementation and supervision of varied work programs including finance and human resource management; including two years of administration and management responsibility.

#### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, human resources management, finance or a related field. A Master's degree is preferred.

### License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Revised: June 2012

Revised/Retitled from Assistant City Manager/Personnel Administrator: February 2019

FLSA: Exempt