

## **ASSISTANT CITY MANAGER - 003**

### **DEFINITION OF WORK**

Under general direction, performs complex professional and difficult administrative work in planning, directing and evaluating various areas of City government; does related work as required.

### **EXAMPLES OF WORK**

Plans, directs and supervises the activities of departments and offices of the City government; serves as liaison between City Manager and administrative staff department heads and various boards, committees and agencies; assists in the preparation of annual budgets and approves all budgeting requests from departments and offices; represents the Manager in a variety of meetings at the State, Local and Federal levels; ensures adequate investigations of public complaints and makes appropriate recommendations; coordinates the activities of line departments in providing a variety of municipal services; conducts staff and department head meetings in order to achieve adequate communication and coordination; arranges conferences, interprets administrative policies, relays instructions, policy and procedural revisions; acts as the City Manager when requested in the latter's absence.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Any combination of education and experience equivalent to a master's degree in public administration or a related field and extensive experience in municipal administration.

**Knowledge, Skills and Abilities:** Comprehensive knowledge of public management and organization theories, principles, practices and techniques at the local level; thorough knowledge of the organization, function and methods of operation of the City's legislative, executive staff and operational departments; thorough knowledge of the basic laws, ordinances and regulations underlying the municipal corporation; thorough knowledge of municipal finance and administrative problems, to make sound recommendations for their solution and to prepare working procedures; ability to express ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with other City officials, employees and the public; ability to plan and supervise the work of employees.