

CITY OF SIMI VALLEY

ASSISTANT CITY MANAGER

*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.*

SUMMARY DESCRIPTION

Under general administrative direction, provides assistance and support to the City Manager including analyzing and implementing policies and procedures, assisting in the preparation of the budget and responding to and resolving public inquiries and complaints; oversees intergovernmental relations in the areas of service delivery and legislative issues; and provides responsible staff assistance to the City Manager, City Council and department heads.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide assistance and support to the City Manager; analyze and implement policies and procedures; assist in the preparation of the budget; respond to and resolve public inquiries and complaints.
2. Supervise, along with the City Manager, the work of lower level support staff; act as City Manager in City Manager's absence.
3. Review and analyze legislation for impact on the City; work with legislators to develop or influence legislation; recommend revisions to proposed legislation.
4. Assist in developing and implementing the budget and long range goals for the City; monitor the assigned budget and approve expenditures as required.
5. Coordinate the release of media and public information; maintain contact with various media relations; update media on City or community issues.
6. Oversee labor relation activities; confer with union representative on labor issues; participate in decisions affecting personnel policies; advise departments on matters related to collective bargaining.
7. Develop programs and activities to attract and retain businesses for the City; negotiate and develop business agreements; assist new businesses with development process; provide information on City policies and procedures.
8. Serve as project manager for a variety of special projects; facilitate project activities and resolve problems; develop and submit project reports to the City Manager.
9. Serve as staff and liaison for a variety of boards and commissions; provide responsible staff support to the City Manager.
10. Maintain communication with other jurisdiction officials to coordinate regional issues and represent the City; serve as liaison with department heads, City Council, City Manager and other external agencies.

11. Represent the City's interests and positions before legislative and rule-making authorities at all levels of government; recommend policies and procedures.
12. Coordinate the procedures and activities of municipal elections.
13. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of a municipality.
Principles and practices of public administration.
Principles and practices of municipal budget preparation.
Principles and practices of labor relations and negotiation.
Principles and practices of program development and administration.
Office procedures, methods, and equipment including computers and applicable software applications.
Business letter writing and report preparation techniques.
Principles of supervision, training, and performance evaluation.
Rules and regulations governing public meetings.
Pertinent federal, state and local laws, codes and ordinances.

Ability to:

Interpret and apply City policies, procedures, laws and regulations relating to assigned activities.
Independently perform the most difficult administrative support services.
Provide responsible assistance to the City Manager.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate assigned service delivery methods and techniques.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibility.
Negotiate and resolve sensitive labor relation issues.
Attract and retain new businesses for the City.
Interpret and apply federal, state and local policies, laws and regulations.
Operate office equipment including computers and supporting software applications.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field.

Experience:

Six years of increasingly responsible administrative and analytical experience in a public sector setting.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.