



CITY OF CITRUS HEIGHTS

ASSISTANT CITY MANAGER

DEFINITION

To plan, organize, direct and review the activities, resources and operations of assigned departments and/or divisions; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager and City Council.

DISTINGUISHING CHARACTERISTICS

This is a single at-will executive management level classification with full responsibility for managing the activities of the Administrative Services Department and/or assigned divisions. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals and for furthering City goals and objectives within general policy guidelines. This class is distinguished from the City Manager in that the latter has full administrative responsibility for City operations and functions.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct and indirect supervision over management, professional, technical, and administrative support personnel.

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

Assume full management responsibility for assigned functions, services, and activities of the City including oversight of assigned departments and/or divisions; provide direction to assigned staff on implementing City Council policy and direction, and ensure City Council and City goals are carried out by departments.

Act for and on behalf of the City Manager and serve as Acting City Manager in the absence of the City Manager.

May act as the City's Chief Financial Officer and City Treasurer.

Oversee and maintain a sound investment portfolio; develop revenue opportunities and cost recovery programs; implement City fee schedule.

Provide oversight and coordination with outside auditors; present audit reports and corrective action plans as needed.

Oversees the implementation of all internal fiscal controls, external and internal reporting; prepare the Comprehensive Annual Finance Report (CAFR); coordinate or prepare financial statements and reports; perform financial analysis; review and finalize account analysis.

Oversee the preparation, coordination, and presentation of the City's annual budget, capital improvement budget, and internal fiscal control measures; develop and present financial forecasts and historical information including reviewing expenditures and revenues.

Develop programs, policies and plans related to all facets of city government.

Coordinate the City's Risk Management function and self-insurance programs; act as Risk Manager.

Assist the City Manager in developing recommendations on a wide variety of municipal programs and issues.

Direct, prepare and oversee the preparation of a wide variety of reports and presentations for the City Council, City Management team and outside agencies; review press releases and materials for dissemination to the media and the public.

Oversee the City's labor relations functions; meet with representatives of employee organizations.

Review City Council agenda reports; follow up on policy concerns prior to City Council meetings; respond to and follow up on City Council meetings and concerns related to agenda items.

Cultivate cooperative partnerships with outside public and private organizations to access resources and improve the efficiency of service delivery.

Evaluate and recommend appropriate service and staffing levels for City departments.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; administer disciplinary action, up to and including termination, in according with the City's Personnel Rules and Regulations.

Encourage employees to develop entrepreneurial and innovative ideas.

Show commitment to staff development and cooperative management practices.

Manage consultant contracts; manage and administer contracts to ensure compliance with contractual obligations and approved budget.

Review and analyze legislation for impact on the City; work with legislators to develop or influence legislation; recommend revisions to proposed legislation.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Scope and function of local government.

Principles of public administration.

Advanced principles and practices of organization, management, and supervision.

Research methods and report preparation.

Principles and practices of personnel administration; risk management, budget and fiscal management.

Principles and practices of strategic planning.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of modern human resource management.

Principles and practices of labor relations and negotiations.

Principles of supervision, training and performance evaluation.

Principles and practices of public relations as applied to community and media communications and outreach activities.

Ability to:

Plan, direct and control the administration and operations of assigned department and/or divisions.

Coordinate and direct city programs in a focused manner.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff

reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

Attend public meetings in the evening and/or on weekends to perform the requirements of the position.

Prepare comprehensive staff reports.

Prepare financial statements and reports, including the City's Comprehensive Annual Financial Report (CAFR) according to GAAP.

Demonstrate political acumen; deal positively with confrontation and controversial issues; facilitate community participatory decision making to resolution.

Gain cooperation through discussion and persuasion.

Recommend and adopt effective courses of action.

Successfully develop, control and administer departmental and City budget and expenditures.

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

Interpret and apply City policies, procedures, rules and regulations.

Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.

Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

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

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

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.

Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.

Communicate clearly and concisely, both orally and in writing.

Operate a personal computer with proficiency and familiarity.

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:

Seven years or more of increasingly responsible municipal senior management experience including five years of administrative and management responsibility.

Training:

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

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

PHYSICAL/SENSORY REQUIREMENTS

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, and communicate through written means.

EQUAL OPPORTUNITY EMPLOYER

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

| | |
|-----------------|------------------------|
| File: | Assistant City Manager |
| FLSA: | Exempt |
| Created: | October 12, 2017 |
| Revised: | |