



CITY OF NORMANDY PARK

JOB DESCRIPTION

TITLE: ASSISTANT CITY MANAGER
DEPARTMENT: EXECUTIVE
REPORTS TO: CITY MANAGER
FLSA STATUS: FULL-TIME/EXEMPT AT WILL POSITION

SUMMARY:

This position is not an ongoing position. It is only established when special circumstances exist which warrant consideration by the City Manager and City Council and is approved by Council action.

The Assistant City Manager serves as the principal aide to the City Manager. This is a collateral duty assignable by the City Manager. The Assistant City Manager assists with interdepartmental project coordination, the direction, coordination and communication of legislative activities and policy development. They have general supervision of all City employees subject to the authority of the City Manager, and performs all duties of the City Manager in the absence of the City Manager.

ESSENTIAL JOB FUNCTIONS:

- **General supervision of all City employees subject to the authority of the City Manager, and performs all duties of the City Manager in the absence of said Manager.**
- **Communicate effectively both orally and in writing.**
- **Read, interpret, apply and explain rules, regulations, policies and procedures.**
- **Proof read documents**
- **Plan and organize work**
- **Establish and maintain cooperative and effective working relationships with elected and appointed officials, City employees, and members of the public.**
- **Analyze situations**
- **Train, supervise and evaluate personnel.**

SCOPE OF RESPONSIBILITY:

- **Assist in the direction and coordination of legislative activities and policy development; analyze and problem-solve complex legislative issues; research and develop policy; facilitate communication between the City Manager's Office and other City Departments regarding legislative issues and policies.**
- **Provide operational coordination and assistance in other areas as assigned; investigate concerns, identify issues, assess alternatives, provide information, coordinate resources, and facilitate solutions to assure maximum efficiency and effectiveness in meeting established goals and objectives.**

- **Develop and maintain cooperative efforts and relationships with public and private agencies, organizations, associations and groups; coordinate and facilitate meetings to address and resolve complaints and concerns.**
- **Perform the duties of the City Manager in the absence of the Manager; attend a variety of meetings and conferences including City Council meetings; serve on committees and administrative boards and represent the City Manager as directed.**
- **Support the City Manager and City Council on regional issues to provide effective representation of City interests.**
- **Assist in negotiating and monitoring contracts with outside agencies, vendors and contractors to assure City objectives are met and the quality of service is appropriate.**
- **Coordinate communication and activities with other City departments and personnel, the media, governmental and private agencies, other outside organization sand the general public; provide professional information and assistance to other City departments and personnel.**

QUALIFICATIONS:

This position requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated in the Assistant City Manager Job Description.

- **Requires a Bachelor degree from an accredited University in Public Administration, Business Administration, or related field.**
- **Requires three (3) years of progressively responsible experience in government as a Department Manager and have experience in administration, planning, budgeting, fiscal management or related fields.**
- **Requires broad knowledge of Federal, State and local laws regarding the operation of City government and of State and local budgeting and fiscal management procedures.**

ADDITIONAL REQUIREMENTS

- **Must be bondable**
- **Must possess, or have the ability to obtain, a valid State of Washington Driver's License.**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Department Manager Review:

Date:

Approved by:

Date:

Approved by City Council: