

CITY OF OLYMPIA	DATE PREPARED	6/89
ASSISTANT CITY MANAGER	JOB CODE	11
	SALARY RANGE	226
	FLSA STATUS	EXEMPT
	REVISED	5/2003

POSITION DESCRIPTION

Function: Under the general direction of the City Manager, directs and coordinates the operational aspects of City government, facilitates policy making and team building at the senior management level. Provides research and staff support to the City Manager at the legislative level.

Examples of Duties: Assumes responsibility for coordinating the Council agenda and oversees the preparation and distribution of Council packets. Coordinates operational functions requiring cooperation between Departments. Monitors the implementation of the Council's target issues. Advises senior management on policy and routine operational matters. Handles citizen complaints. Conducts budget analysis. Provides staff support to the Council's General Government Committee. Facilitates policy making and team building activities at the senior management level. Negotiates and manages utility franchises. Serves as acting City Manager at the direction of the City Manager. Conducts research and provides staff support to the City Manager. Conducts meetings. Completes special projects as assigned. Serves as a communication link between the senior management staff and the City Manager. Works closely with the City Manager to communicate a unified commitment to achieving the mission and comply with the values of the organization.

Contacts: As the chief spokesperson for the City Manager, the Assistant City Manager has contact with citizens, personnel of all departments and divisions, the business community, neighborhood organizations, and City Council Members. Contacts are varied in type and intensity. The Assistant City Manager is occasionally involved in highly sensitive and/or emotional interactions requiring skill in gaining the trust and confidence of others.

Supervision: None

Accountability: The Assistant City Manager is accountable to the City Manager for efficient coordination of the operational activity of the City, for effective communication between Departments, between the Council and the Senior Management Team, and for the effectiveness of the Senior Management Team in policy making and implementing the target issues of the City Council.

Working Conditions: The Assistant City Manager works from an office in City Hall. Flexibility is required for attendance at meetings which are often scheduled at other locations and outside regular working hours. The position is subject to the stress of managing competing demands and meeting program or project deadlines. Effective stress management techniques are required. Sufficient mobility to visit various City offices and work sites is required. "Management by Walking Around" is encouraged.

ASSISTANT CITY MANAGER

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QUALIFICATION GUIDELINES

Knowledge/Skills/Abilities: Knowledge of the various forms, functions, and organizational styles of municipal government.

Knowledge of current literature, trends and developments in the field of Public Administration.

Knowledge of budgeting principles and practices.

Skill in conducting efficient and effective meetings.

Skill in consensus building.

Ability to serve effectively as the administrative agent of the City Manager.

Ability to effectively delegate responsibility to subordinates.

Ability to analyze organizational and administrative problems, adopt an effective course of action and provide leadership to others in carrying out action plans.

Ability to create innovative management programs and systems in response to organizational problems.

Ability to conduct budget analysis.

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Ability to prepare and present clear and comprehensive written and oral reports.

Ability to speak effectively and persuasively in a variety of situations.

Ability to communicate technical concepts and abstract ideas.

Ability to gain the trust and cooperation of others under difficult circumstances.

Ability to establish and maintain cooperative working relationships.

Experience/Education: Graduation from a four year college or university with a degree in Public Administration or a closely related field; and four years of progressively responsible City management experience. A Master's Degree in Public Administration or a closely related field is desirable and may be substituted for up to one year of the required experience. (Additional experience in the field of municipal management may be substituted for the college degree with one year of experience being equal to one year of education.)