

CITY OF SHORELINE

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.

DEFINITION

To provide assistance and support to the City Manager in the day-to-day operations of the City of Shoreline; to provide leadership and supervision to assigned departments or functions; to oversee and evaluate the effectiveness of city services; to assist in promoting policies set by City Council; and to provide responsible staff assistance to the City Manager, City Council and department heads.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over department directors, management, supervisory, professional and clerical staff, as assigned.

ESSENTIAL FUNCTIONS STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Provide complex, analytical assistance and support to the City Manager in the resolution of operational, policy and intergovernmental issues, including day-to-day operations of the City of Shoreline; oversee and evaluate the effectiveness of city services; investigate and analyze issues and opportunities; formulate strategies for the resolution of emerging issues.
2. Review the work of department directors; lead and/or participate in teams of managers and cross-departmental teams in the investigation and analysis of issues and in developing internal and external policies; coordinate and review staff reports for inclusion in the City Council agenda; responsible for results in assigned departments/functions.
3. Assist in developing and implementing the City budget, Capital Improvement Program and other major City programs; monitor the assigned budget and approve expenditures as required.
4. Generate a variety of written reports summarizing analyses and recommendations; research and prepare City Council and agenda items; respond to Council requests for information; present issues to City Council with recommendations for policy development.
5. Ensure timely resolution of operational issues; anticipate potential crises and act to prevent their occurrence or reduce impact.
6. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Represent the City's interests and positions before legislative and rule-making authorities at all levels of government; appear at press conferences as required; act as the City's official representative through personal contacts in the community and appearances before citizen groups and service clubs.
8. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a local government.
Principles and practices of public administration.
Concepts of administrative relationships within the City.
Principles and practices of local budget preparation.
Principles of supervision, training and performance evaluation.
Rules and regulations governing public meetings.
Principles of business letter writing and report preparation.
Modern office procedures, methods and equipment including a computer.

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

Ability to:

Interpret and apply City policies, procedures, laws and regulations relating to assigned activities.

Independently perform the most difficult administrative support services.

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.

Interpret and apply Federal, State and local policies, laws and regulations.

Prepare clear and concise administrative and financial reports.

Select, supervise, train and evaluate staff.

Prepare and administer large and complex budgets.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience in local government work including one year of supervisory or lead responsibility.

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. An advanced degree in public administration or a closely related field is desirable.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date