

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: 041

CLASSIFICATION: **Assistant City Manager**

DEPARTMENT: **City Administration**

CLASS DEFINITION: To perform highly responsible and complex professional administrative work while assisting the City Manager in the development and control of the operational goals and objectives for all City departments in accordance with the City Charter and City Council directives; to provide leadership in policy formation and implementation of policies and procedures; to promote effective and efficient operations throughout the organization by facilitating interdepartmental cooperation and sharing of resources; to provide responsible staff assistance to the City Manager and City Council; and to serve as acting City Manager as required.

SUPERVISION RECEIVED AND EXERCISED:

Receives general administrative direction from the City Manager.

Exercises direct supervision over executive, management, administrative, professional, and clerical staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

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

Ensure effectiveness of daily operations for all City activities; provide management direction by expediting work flow and assuring achievement of departmental work programs through direct supervision of the City's Executive Management Team.

Coordinate the development of the budget according to City Charter and City Council directives; coordinate special projects as designated by the City Manager.

Maximize available resources by developing and installing improvements; coordinate service delivery levels with needs of citizens by addressing problems and complaints of the general public.

Evaluate, update, and finalize the City Manager's agenda for the City Council; evaluate reports from operating departments for consistency, accuracy, fiscal feasibility, and political sensitivity; select appropriate recommendations for presentation to the City Council.

Develop additional revenues and implement City objectives through the completion of special projects as requested by the City Manager.

Develop recommendations on City-wide work methods, operating policies and procedures, programs services, and other administrative issues; observe program operations; analyze findings and implications; make recommendations to the City Manager.

Negotiate contracts and solutions on a variety of administrative, fiscal, and special projects; participate in the preparation and monitoring of program or special project budgets.

Schedule, coordinate, and assign personnel to projects; review staff work and provide training as appropriate.

Research and coordinate operating department responses to City Council requests; disseminate information and assist departments with City Council directives; update the City Council on the status of projects.

Respond to and resolve difficult, complex, and sensitive citizen inquiries and complaints; interpret, analyze, defend, and explain City policies, procedures, programs, and activities; negotiate and resolve sensitive and controversial issues.

Coordinate and participate in providing responsible staff assistance to the City Manager, City Council, and other City boards and commissions as assigned; attend various meetings to assist or represent the City Manager's Office.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public administration; incorporate new developments as appropriate.

Perform related duties as required.

JOB RELATED QUALIFICATIONS:

Experience and Education: Ten years of progressively responsible administrative or staff experience in municipal government with at least three years of administrative experience at the department head or top management level in a municipality serving a population of at least 50,000; supplemented by a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, planning, or a related field. A Master's degree in a related field is desirable. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Advanced principles and practices of public administration, including the organization, functions, and problems of municipal government; operations, services, and activities of a municipality; government, council, and legislative processes; principles and practices of municipal budget preparation and administration; current social, political, and economic trends and operating problems of municipal government; principles and practices of program development and administration; advanced principles and practices of organization, management, and supervision; principles and practices of strategic planning; methods of analyzing, evaluating, and modifying administrative procedures; decision making techniques; pertinent federal, state, and local laws, codes, and regulations; principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government; methods and techniques of research, statistical analysis, and report presentations.

Ability to: Provide effective leadership and coordinate the activities of assigned municipal organization; develop and administer City-wide goals, objectives, and procedures; analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs; research, analyze, and evaluate new service delivery methods and techniques; plan, organize, direct, and coordinate the work of lower level staff; select, supervise, train, and evaluate staff; prepare clear and concise administrative and financial reports; prepare and administer large and complex budgets; interpret and apply federal, state, and local policies, laws, and regulations; negotiate and resolve complex issues; make effective public presentations; delegate authority and responsibility; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of an appropriate, valid driver's license.

WORKING CONDITIONS:

Environmental Conditions: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

OTHER:

FLSA Designation: Executive Exempt

Unit Designation: Executive Management

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

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Revised 9/1983 – Sibson & Company
Revised 9/1989 – Ralph Andersen & Associates
Revised 9/2008 – P. Saldivar
Revised 11/2009 – Johnson & Associates