

CITY OF LINCOLN ASSISTANT CITY MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, plans, directs, manages and evaluates the activities and operations of several departments as assigned; provides leadership in policy formation and implementation of policies and procedures; promotes effective and efficient operations throughout the organization by facilitating interdepartmental collaboration and sharing of resources; undertakes special projects as assigned; ensures that performance objectives are established and accomplished in response to the goals and objectives adopted by the City Council; provides responsible staff assistance to the City Manager, City Council, and department heads; and serves as acting City Manager as required. The Assistant City Manager is an at-will position that is appointed by and sits at the pleasure of the City Manager.

DISTINGUISHING CHARACTERISTICS:

The Assistant City Manager is a key member of the City's Leadership Team with full responsibility for managing the administrative activities and may also manage the operations of several departments through subordinate managers. In addition to providing designated staff and policy assistance to the City Manager in assigned areas, this position has administrative responsibility for policy development and program planning and implementation with citywide implications. 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/EXERCISED:

The Assistant City Manager works independently, with supervision and direction, under the City Manager. Exercises direct and indirect supervision over certain management, professional, technical, administrative and supervisory staff as assigned by the City Manager. The Assistant City Manager may be assigned to act as a Department Director.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Support a culture of leadership and collaboration throughout the organization and staff who seek continuous improvement, partnerships and creative strategies to meet challenges and exceed citizen expectations.
- Provide strategic advice to the City Manager, department heads and other management staff in accomplishing the City's goals and addressing a wide variety of complex daily operational challenges.
- Lead, oversee and evaluate the effectiveness of City departments, such as Finance, Community Development, Information Technology/GIS, Parks and Recreation and others as assigned.
- Analyze existing services on a Citywide basis, recommending revisions or new processes to promote efficient, effective, and innovative delivery of services.
- Assist the City Manager and the City Council in developing the City's short and long-range goals.
- Coordinate and oversee daily interdepartmental activities, including follow-up on special City Council projects and/or assignments to ensure timely responses or completion.

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- Assist in the City Council agenda process, including the preparation of the agenda and agenda items, presentation of staff reports to the City Council, and representing the City Manager at Council meetings, in their absence.
- Identify real and/or potential operating problems on a Citywide basis and work closely with department directors and staff to resolve conflicts.
- Represent the City Manager with the public and/or other City departments or governmental agencies and act as the City Manager in their absence.
- Coordinate and participate in providing responsible staff assistance to the City Manager, City Council, and other City boards and commissions as assigned; attends City Council meetings and other public meetings to assist or represent the City Manager.
- Respond to requests for information from community residents, businesses, and other outside agencies; respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Participate in the preparation, coordination, and presentation of the City's annual budget, capital improvement budget, and internal fiscal control measures; participates in developing and presenting financial forecasts and historical information, including reviewing expenditures and revenues.
- Supervise the conduct of studies, surveys, and information collection on difficult operational and administrative problems; analyze findings and prepare reports of practical solutions for review.
- Manage and administer consultant contracts to ensure compliance with contractual obligations and approved budget.
- Review and analyze legislation for impact on the City; may work with legislators to develop or influence legislation; recommend revisions to proposed legislation.
- Actively participate in and oversee the development of proposed measures and ordinances deemed necessary to meet city goals, support programs, and enhance city operations.
- Monitor and evaluate compliance with all laws and ordinances of the city and California and federal laws and regulations. Work with City Manager and city staff to improve compliance where appropriate.
- Assist and support the City Manager and City Council during emergency operations, may facilitate periodic training in emergency operations and communication for City Staff and City Council.
- Coordinate activities of the City Manager's Office with assigned City departments and divisions and with outside agencies
- Performs other related duties as required.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking on slippery, level and uneven surfaces, squatting, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and data using a computer keyboard. Additionally, the position requires both near and far vision in reading reports and work-related documents and using a computer. Acute hearing is required when providing phone and personal service. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are general qualifications necessary for entry into the classification. However, any qualifications and experience may be considered for potential candidates)*

Education and/or Experience:

Possession of a bachelor's degree from an accredited college or university in Accounting, Economics, Finance, Business Administration, or a related field. A master's degree is preferred.

Five (5) years of increasingly responsible management experience in municipal government, including three (3) years as head of a city or county department or major division within in city or county government.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

- Principles and practices of program development and administration. Advanced principles and practices of organization, management, and supervision. Principles and practices of strategic planning.
- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision.
- Practices of leadership, motivation, team building and conflict resolution.
- Principles, practices, policies, and procedures of public administration, including City government structure.
- Principles and practices of municipal budgeting, preparation, and administration.
- Modern office practices and technology including personal computer hardware and software.
- Pertinent federal, state and local rules, regulations and laws.
- Current social, political, and economic trends and operating problems of municipal government.
- Principles and practices of diversity, equity, and inclusion.
- Principles and practices of contract negotiation, preparation, and administration.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Decision-making techniques. Advanced principles of business letter writing and report preparation.
- 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. Pertinent federal, state, and local laws, codes, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Ability to:

- Provide effective leadership and coordinate the activities of assigned municipal programs, projects, and operations.
- Plan, organize, direct, and control the activities of assigned City departments. Develop and administer City-wide goals, objectives, and procedures.

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- Understand and apply government procurement methods and guidelines.
- Coordinate department activities with other City departments and agencies as required.
- Prepare and present clear, concise and logical written and oral reports.
- Use computer technology and applications in the performance of daily activities.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Organize and set priorities for a variety of projects and tasks in an effective and efficient manner to ensure deadlines are met.
- 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.
- Organize, assign, and review the work of staff engaged in a variety of professional and technical planning activities.
- Understand and analyze engineering and land development policy issues.
- Facilitate group discussions and problem-solving, negotiate, and resolve complex issues.
- Interpret and apply federal, state, and local policies, laws and regulations.
- Delegate authority and responsibility.
- Perform highly detailed work with intensive deadlines on multiple concurrent tasks.
Interpret and explain pertinent City and related planning policies and procedures.
- Analyze department support needs and ensure prompt and efficient delivery of services, materials, and supplies.
- Develop and recommend policies and procedures related to assigned operations.
Operate a personal computer with proficiency and familiarity.
- Effectively contribute collaboratively to a team effort.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

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| FLSA: | Exempt |
| Employee Group: | Contract/At Will |
| Resolution: | 2023-205 |
| Adopted: | 12/12/2023 |