

## **CITY OF LOMPOC**

### **ASSISTANT CITY MANAGER**

#### **DEFINITION:**

Under administrative direction of the City Manager, serves in the capacity of Assistant City Manager and Human Resources Director for the City. Duties will include assisting in implementation of municipal policy as established by the City Council, , plans, directs, supervises, and coordinates assigned operational functions and special projects; coordinates, monitors, and provides professional assistance to departments on a variety of programs and projects; ensures required regulatory compliance of personnel policies and procedures, represents the City Manager in their absence and to assist the City Council; and performs other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

The Assistant City Manager is an at-will position and exempt from FLSA that functions as the assistant chief administrative officer; monitors City activities, and balances a multitude of priorities and projects to ensure timely coordination and completion. Responsibilities include to manage and oversee the complex and varied functions of the department. In addition, the Assistant City Manager is the executive manager that oversees, directs, and participates in all activities of Human Resources Department, including long-term planning, development, and administration of departmental policies and procedures. The position may be assigned direct responsibility for the completion of special projects. The incumbent is recognized as the Chief Administrative Officer in the absence of the City Manager, and receives direction from, and is responsible to the City Manager for day-to-day operations.

#### **LICENSE REQUIRED:**

Possession of a valid and appropriate California Driver's License is required.

#### **EXAMPLES OF DUTIES:**

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

1. Assists the City Manager and the City Council in developing the City's short and long-range strategic goals.
2. Directs and participates in the development and implementation of organizational goals, objectives, and policies.
3. Serves as Acting City Manager in City Manager's absence; assumes a direct line authority over all departments and activities of the City and attends City Council meetings in the City Manager's stead.

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4. Develops and reviews staff reports related to departmental issues and presents reports to the City Council and other Commissions and Committees.
5. Participates as a member of the City's executive management team and engages in decision-making involving strategic planning, policy options, programs, and services.
6. Prepares the department operating and capital improvement program budgets; assists in the oversight and preparation of the biennial budget; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administers approved budget.
7. Oversees Labor Relations and human resources functions; directs and oversees labor negotiations and contract implementation.
8. Responsible for personnel policy development, interpretation, and implementation to ensure compliance with labor laws.
9. Manages the recruitment and selection processes, and authorizes hiring and termination of City personnel.
10. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinate staff training; works with employees to address deficiencies and implement discipline procedures.
11. Responsible for workers' compensation claims administration.
12. Supervises assigned professional and administrative staff on projects and interdepartmental teams on special projects, as assigned; identifies real or potential operating problems on a Citywide basis, and works with departments to resolve conflicts; performs special studies and investigations
13. May act as the City Manager's designee in grievance hearings; reviews and approves travel requests; makes recommendations for organizational changes; may perform special assignments involving the temporary supervision of City functions and services/departments.
14. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Principles and practices of public administration and personnel management, budget preparation and administration, municipal government administration, and public relations.
- Principles and effective techniques of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local rules, laws, regulations, and ordinances.
- Principles, practices, and techniques of human resources in a public agency setting, including recruitment and selection, equal employment opportunity, and affirmative action; job analysis and classification; compensation analysis and administration; benefits administrations, workers' compensation; employee and

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labor relations, including negotiations and the interpretation of laws, regulations, policies, and procedures.

- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Modern office practices, methods, and computer equipment and applications related to work.
- English usage, spelling, grammar, vocabulary, and punctuation.

### **Ability to:**

- Communicate effectively with City Council, media, and the general public.
- Work cooperatively with staff from various departments and at various levels.
- Analyze complex budgetary, management, and/or operational problems.
- Interact effectively with the public, representatives of business, industry, or other governmental agencies.
- Conduct complex research projects on a wide variety of topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare clear, accurate, and comprehensive reports, policies, procedures, and other written materials.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Supervise, train, and evaluate assigned personnel.
- Communicate clearly and concisely, both verbally and in writing.
- Ensure compliance with Federal, State, and local rules, laws, and regulations.
- Read, understand, interpret, and apply complex written material including federal and state regulations.
- Operate modern office equipment including computer equipment and specialized software applications programs.

### **EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is the completion of a bachelor's degree in public administration, political science, or related field, and five years, increasingly responsible professional managerial-level administrative and project management experience. A master's degree in a related field is highly desirable; Experience in a California full-service municipality with a demonstrated track record in a management role is preferred.

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### **PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical:**

**Strength category:** Light Work - Lifting, carrying, and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds. May involve significant standing, walking, pushing, and/or pulling. Frequent sitting and typing. Occasional standing, walking, bending, twisting at the waist, handling, gripping, grasping, reaching at, above, and below shoulder level, extending neck side to side. On rare occasions stoops, crouches, kneels, climbs stairs, ladders, extends neck upward and downward. **Vision:** visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** Ability to effectively hear/comprehend oral instructions and communication.

#### **Mental/Psychological:**

Understand, remember and carry out detailed job instructions; utilize complex reading, writing, and math skills; work cooperatively and interact appropriately with those contacted in the course of work, including the general public; respond appropriately to criticism from a supervisor; respond quickly to changing priorities; communicate effectively orally; perform effective multi-tasking; work under pressure; work within deadlines.

#### **ENVIRONMENTAL CONDITIONS:**

Constantly works indoors; occasionally works outdoors. Frequent use of products and equipment required in a standard office work setting; personal computer, including word processing, database and spreadsheet programs; calculator, telephone, photocopier, and telex fax machines, and other standard office equipment; extensive contact with City staff and the general public. Works independently and with the public. The noise level in the work environment is usually quiet while in the office, and moderately loud when outdoors.