



CITY OF CAMARILLO

Assistant City Manager

Job Code: 102

FLSA: Exempt

*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.*

SUMMARY DESCRIPTION

Assists the City Manager in planning, administering, directing, overseeing, and evaluating the activities and operations of the City; oversees, directs, and administers assigned City contracts, projects, and program areas; performs responsible and complex administrative work including to direct or conduct special projects; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; provides responsible and complex staff support to the City Council and City Manager; and serves as acting City Manager as required.

REPRESENTATIVE DUTIES

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

1. Assists the City Manager in directing City operations and departments to ensure City goals, objectives, and policies are developed, implemented, and administered in an orderly and cost effective manner; provides guidance and direction to City department heads.
2. Recommends, participates in developing, and implements City goals, objectives, and priorities; recommends and participates in the administration of City-wide policies and procedures; drafts ordinances.
3. Assumes full management responsibility for assigned functions, services, and activities of the City; negotiates and administers designated contracts for services; manages economic development, solid waste/recycling, household hazardous waste, e-waste, universal waste, public information, and emergency services programs; serves as liaison to the police and fire departments and utility companies.
4. Manages the development and implementation of goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
5. Establishes, within City policy, appropriate service and staffing levels for assigned functions; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
6. Assesses and monitors workload, administrative and support systems, and internal reporting relationships for assigned areas of responsibility; identifies opportunities for improvement; directs and implements changes.
7. Plans, directs, and coordinates the work plan for assigned functions; assigns projects and programmatic areas of responsibility; provides direction and supervision on key projects; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.

CITY OF CAMARILLO
Assistant City Manager (Continued)

8. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; participates in the implementation of discipline and termination procedures.
9. Oversees and participates in the development and administration of the budget for assigned functional areas; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
10. Participates in the preparation, coordination, and presentation of the City's annual budget; participates in the development and presentation of financial forecasts and historical information including reviewing expenditures and revenues.
11. Manages assigned grants including City scene television, recycling, and emergency preparedness FEMA grants.
12. Coordinates assigned activities with other City departments and divisions and with outside agencies.
13. Coordinates and participates in providing responsible staff assistance and professional analysis and advice 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.
14. Serves on various internal and external committees, boards and task forces; represents the City to the community, professional groups, the media, other government entities, and other external contacts and resources.
15. Serves as a resource for department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
16. Recommends and participates in the development and administration of human resource and personnel management operations.
17. Routes and recommends disposition of inquiries, requests, and issues directed to the City Manager's office.
18. Supervises and/or conducts studies, surveys, and the collection of information on difficult operational and administrative problems; analyzes findings and prepare reports of practical solutions for review.
19. Monitors and evaluates legislation, legal actions, and other developments related to municipal management; formulates, evaluates, and directs the administration of appropriate policies, procedures, and processes.
20. Serves as acting City Manager as required; oversees City operations in the City Manager's absence; provides assistance to the City Council.
21. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a municipality.
Advanced principles and practices of local government administration.
Principles and practices of public administration including budgeting and accounting practices, finance, human resource management and development, policy and program development and research, and program/services evaluation.
Current social, political, and economic trends and operating characteristics/problems of municipal government.
Principles and practices of program development and administration.
Government, council, and local and state legislative processes.
Principles and practices of fiscal and strategic planning.
Methods of analyzing, evaluating, and modifying administrative procedures.
Methods and techniques for goal setting and program evaluation.
Principles of supervision, training, and performance evaluation.
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.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

Provide effective leadership and consultation to department directors, managers, and other City staff and coordinate a variety of program activities.
Participate in the development and administration of City-wide goals, objectives, work standards, internal controls, and methods for evaluating achievement and performance levels.
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.
Research, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
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.
Respond to inquiries or complaints and explain regulations and procedures to the general public, members of the business community, and representative of other agencies and organizations.
Represent the City Manager to the general public and representatives of other agencies.
Effectively present information to top management, public groups, and/or boards of directors.
Delegate authority and responsibility.
Facilitate group participation and consensus building.
Deal constructively with conflict and developing consensus.

CITY OF CAMARILLO
Assistant City Manager (Continued)

Work under pressure, handle significant problems and tasks that arise simultaneously and/or unexpectedly.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field. A Master's degree is highly desirable.

Experience:

Six years of progressively responsible management, administrative and/or staff experience in municipal government including four years of responsible supervisory experience.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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 job functions.

Environment: 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 and may be required to travel outside City boundaries to attend meetings.

Physical: 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; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

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Johnson & Associates