

CITY OF MILPITAS
Effective: February 1998
EEOC: Admin.
FLSA: Exempt
Unit: Exempt
Physical: 1

ASSISTANT CITY MANAGER

DEFINITION

Under general direction, plans, organizes, coordinates, and directs one or several major functional areas or departments. Provides policy guidance and coordinates the activities of assigned divisions, programs, and services. Administers selected major City projects as determined by the City Manager and provides direct administrative and analytical support to the City Manager. Acts as the City Manager in his or her absence.

DISTINGUISHING CHARACTERISTICS

The Assistant City Manager is assigned broad functional areas for which duties include overall responsibility for policy development, program planning, fiscal management, administration, and operations. It is distinguished from the City Manager in that the latter has full administrative responsibility for all City operations and functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager; exercises direct and indirect supervision over professional, technical, and clerical staff within assigned divisions and/or functional areas.

EXAMPLES OF DUTIES

- Plans, organizes and directs, supervises, and evaluates the work of assigned staff through subordinate managers and supervisors.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for assigned areas.
- Provides staff assistance to the City Manager and City Council including the preparation of reports and completion of complex research and analysis.
- Administers selected major City projects as determined by the City Manager.
- Represents the City Manager with the public, other governmental agencies, and City departments as assigned. Acts as the City Manager in his/her absence.
- Performs other related duties as assigned.

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QUALIFICATIONS

Knowledge of:

- Principles, practices, and program areas related to assigned organizational and service areas.
- General executive management principles and methods including goal setting, program development and implementation, project management, budgeting, and employee supervision.
- Application of Federal, State, and local laws, regulations, ordinances and policies related to areas of responsibility.
- Funding sources impacting program and service development.
- Local government practices and administration.

Ability to:

- Analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations.
- Exercise sound, independent judgment within general policy guidelines.
- Prepare and present clear and well-organized written and oral reports to City Manager, City Council, the public, and others as required.
- Establish and maintain effective working relationships with citizens, public and private organizations, boards and commissions, and City staff at all levels in the organization.
- Plan, manage, implement, and budget for projects; assessing progress and making appropriate corrections to keep projects on track.
- Plan, coordinate, prioritize, supervise, train, direct, and evaluate the work of others; leading and motivating assigned staff as well as others contacted during the course of work.

EDUCATION AND EXPERIENCE

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

Education:

Equivalent to graduation from a four-year accredited college or university with major course work Business Administration, Public Administration Political Science, or a closely related field. A related advanced degree is desirable.

Experience:

Five years of increasingly responsible administrative public sector experience in planning, land use, public works, recreation, community services and/or areas directly related to assignment which includes three years of supervising professional staff.

LICENSE

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California Driver's License and satisfactory driving record is required.

Approved:



Greg Larson, City Manager

May 13, 1998
Date