



Assistant Town Manager

SUMMARY

The position of Assistant Town Manager is an appointed position that serves at the pleasure of the Town Manager. Under policy direction from the Town Manager, the Assistant Town Manager plans, organizes, directs and integrates major functions of assigned Town departments; provides expert professional assistance to Town management in areas of expertise, and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and clerical staff through subordinate levels of supervision.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Manages and supervises the assigned Town departments to achieve the Town's goals within available resources, plans and organizes workloads and staff assignments, and evaluates assigned staff and reviews progress and directs changes as needed.
- Plans departmental long-range operational needs with respect to equipment, personnel, and services and supervises the implementation of such plans.
- Establishes policies and procedures for the department in order to implement directives from the Town Manager and Town Council.
- Formulates, issues, and enforces departmental rules, regulations, and procedures in accordance with applicable Town policies for all department members, handles grievances, and maintains departmental discipline and the general conduct of assigned personnel.
- Responds directly or through subordinate staff to public or other inquiries relative to assigned Town departments and resolves complex disputes involving department policies and procedures on specific projects and other information.
- Supervises and coordinates the development of subordinate managers, supervisors, and lead staff.
- Supervises and coordinates the preparation and presentation of the annual department budget for assigned areas of responsibility.
- Supervises and coordinates monthly reports to the Town Manager regarding the departments' activities and prepares a quarterly report as appropriate for presentation to the Town Council.

- Attends conferences and meetings to keep abreast of current trends in the profession, represents the department in a variety of local, county, state and other meetings and performs other duties as required.

DISTINGUISHING CHARACTERISTICS

This is a department head classification that oversees, directs, and participates in all activities of assigned Town departments, including short and long-range planning, development, and administration. This class provides assistance to the Town Manager, Council, various Commissions, and various advisory committees in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions, and activities, including the role of an elected Town Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies, conducting significant political outreach, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering Town goals and objectives within general policy guidelines.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

A minimum of seven (7) years of progressively responsible administrative experience in a municipal government, including three (3) years of management responsibility. Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, or a closely related field of study. A Master's Degree in public administration or a closely related field is highly desirable.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California Class C driver's license with satisfactory driving record and automobile insurance.

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, town-wide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.
- Methods and techniques for writing and presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Technical, legal, financial, and public relations problems associated with the management of redevelopment, economic development, planning, engineering, building and safety, and housing programs.

- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Town staff, in person, in writing, and over the telephone.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the Town.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, motivate, and evaluate the work of staff, and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of Town programs and administrative activities.
- Conduct effective negotiations and effectively represent the Town and the department in meetings with governmental agencies, community groups, contractors, vendors, various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate

in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*