ASSISTANT CITY MANAGER

DEFINITION
Under general direction, oversees assigned operational departments and formulates the City operating budget; assumes the duties and responsibilities of the City Manager in times of absence.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
• Provides oversight to assigned operating departments; assists department Directors in the analysis and resolution of problems, development of service delivery strategies, policies and procedures.
• Reviews and approves the formal performance evaluation of assigned department staff;
• Formulates City policy, program and operational recommendations and communicates them to Mayor and Council for consideration and action;
• Analyzes complex issues and problems and conducts research to develop and recommend City policy.
• Formulates and balances City and department operating budgets to maximize financial and human resources;
• Reviews financial documents and reports and approves purchases, payments and requests for sensitive expenditures including travel, training and professional development;
• Researches and responds to constituent inquiries and complaints in cooperation with operational department staff;
• Represents City to intergovernmental agencies and business and community leaders; serves as legislative liaison.
• Assumes responsibilities of City Manager in times of absence and may represent the Mayor, Council members or City Manager at meetings;
• Prepares and disseminates City information to the public;
• Reviews staff reports, new legislation, professional journals, government reports and industry magazines for potential impact on City operations and briefs Mayor and Council on matters submitted for consideration.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
• Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations and other governing rules and regulations, City and Department policies and procedures, quality management and/or supervision principles and methods, and of strategic planning and budgeting principles;
• Skilled in interpreting and applying relevant statutes, rules, ordinances, codes, regulations, in assessing and prioritizing multiple tasks, projects and demands, analyzing, identifying and implementing solutions to complex problems, providing and following oral and written communications and in establishing and maintaining productive working relationships with staff, community and others having business with the City of Inglewood.
• Ability to effectively communicate verbally and in writing to staff, elected officials, residents and business owners and to proficiently operate a personal computer and Microsoft Office Suite software package.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 10 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A Masters degree from an accredited college or university in Public Administration, Business Management or closely related field, AND ten (10) years experience in public administration including five (5) years at a Department head level. Must possess at the time of application and maintain a valid California Driver’s License.