

**CLASS SPECIFICATION**  
**ASSISTANT CITY ADMINISTRATOR**

**PAY GRADE: 61-P1**  
**CLASS CODE: 30004102**  
**EFFECTIVE: January 12, 2024**

**CLASSIFICATION SUMMARY**

Reports to the City Administrator and may receive direction from the Mayor and City Council. Under general direction, this position supports chief administrative actions for the City and its Bureaus/Offices for assigned areas. Advances strategies outlined by city officials and directs administrative operations relating to assigned area. Classification is exempt from civil service.

Responsibilities include: overseeing strategic operations of assigned functional area(s) in accordance with policy established by City Council, the City Charter, and city, state, and federal laws, regulations, and guidelines; providing policy guidance and coordinating the activities of assigned bureaus and/or functional areas in support of the strategy and mission of the City; providing recommendations and advice to the City Administrator, City Council and functional units in the area of assignment; supporting enterprise-wide change management.

**DISTINGUISHING CHARACTERISTICS**

The Assistant City Administrator is distinguished from the City Administrator, Deputy in that the former has responsibility for fewer, smaller or less complex functional areas and the latter is responsible for multiple, larger and/or more complex functional areas.

The Assistant City Administrator is distinguished from Bureau/Office Directors in that the former has responsibility for functional areas that may span bureaus and the latter has primary responsibility for bureau/office leadership.

**ESSENTIAL FUNCTIONS**

The incumbent may perform a combination of some or all of the following duties, and performs related duties as assigned.

General Duties:

1. Works closely with the City Administrator to ensure policy decisions are implemented efficiently and effectively. Assists the City Administrator in implementing established and prioritized initiatives.
2. Plans, organizes, coordinates, and directs the work of assigned functional areas to ensure effective delivery of services in a timely, responsive, and cost-effective manner.
3. Evaluates and improves activities of assigned functional areas; works to resolve issues as they arise.
4. Monitors developments related to designated areas; evaluates impacts to city operations and implements policy and procedural improvements.
5. Coordinates and oversees the development and preparation of a wide variety of reports or presentations for city elected officials, executives, and outside agencies.

6. Represents the City and advances the City's interests to external agencies, private entities professional community organizations, citizen boards and commissions, and the general public.
7. Meets with community stakeholders to present information and listen to and solicit input.
8. Works to resolve sensitive political issues and conflicts.
9. Builds relationships and partnerships with outside public and private organizations to access resources and improve service delivery.
10. Develop job tasks and responsibilities, performance requirements, and personal development targets for staff; provide instruction for performance improvement and development; assign and monitor staff work plans; organize and lead staff meetings; evaluate performance and complete annual performance reviews; recommend discipline as necessary.
11. Assumes City Manager's duties and responsibilities in City Manager's absence as assigned.
12. Performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under minimal direction and oversight by the City Administrator.

Directly supervises a minimum of four (4) positions. May indirectly supervise staff assigned to subordinate managers and supervisors.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Advanced knowledge of principles and practices of strategic leadership in public administration, budget preparation and administration, and fields related to city governance.
2. Advanced knowledge of principles of management, supervision, training, and performance evaluation.
3. Knowledge of city operations and functions, and management, financing, budgeting, human resource, intergovernmental relations, and administrative services issues.
4. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
5. Knowledge of the organization, functions, legal requirements, operations, rules, and policies of the City Council.
6. Ability to manage functions and operations including personnel management and budget administration and apply program practices to diverse and complex services.
7. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
8. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
9. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
10. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
11. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
12. Ability to navigate sensitive political environments.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field;

AND

**Experience:** Six (6) years of increasingly responsible experience in managing programs, activities, and personnel in management, finance, and/or administrative functions, including three (3) years of leadership experience in a complex and diverse organization.

**Special Requirements and/or Qualifications:**

A valid state driver's license may be required.

**Preferred Qualifications:**

Management experience working for a public agency.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Established January 12, 2024

Revision Dates: