

CITY OF COVINA

ASSISTANT CITY MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, assists the City Manager in coordinating and directing citywide departmental activities and operations; relieves the City Manager of day-to-day duties associated with municipal operations; performs responsible and complex administrative work; directs or conducts special surveys; acts for the City Manager in his/her absence; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Assistant City Manager** is an administrative management level class, which assists the City Manager in the overall operations of meeting the City's established mission and goals. The incumbent is responsible for the day-to-day coordination and administration of assigned departments. The Assistant City Manager acts for the City Manager in his or her absence. This class is distinguished from the next higher classification of City Manager, which serves as the Chief Executive Officer over all City departments and program activities.

SUPERVISION RECEIVED/EXERCISES:

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over assigned departments, professional and support function personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Assists and participates in the development and implementation of goals, objectives, policies and priorities for citywide government and the City Manager's Office.
- Administers, coordinates and monitors a variety of programs that cross a number of City operational lines; researches development opportunities to address funding needs.
- Supervises and/or conducts studies, surveys and the collection of information on difficult operational and administrative problems; analyzes findings and prepares reports of practical solutions for review by the City Manager; manages special projects and develops community coalitions.
- Manages the coordination and preparation of the budgets, funding mechanisms and budget control activities; reviews and approves funding reporting; makes recommendations to the City Manager on funding opportunities.
- Represents the City in City Council meetings, special commissions and boards, the community at large, and at professional meetings as required.
- Analyzes, interprets and applies policies and procedures within assigned areas and for the City

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government as a whole.

- Responds to resident complaints and requests for information that cannot be handled at lower staff levels.
- Coordinates assigned activities of the City Manager's Office with City departments and divisions and with outside agencies; assists in the installation of new programs and procedures.
- Assists and advises the City Manager; relieves the City Manager of administrative detail; serves as Acting City Manager as assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Assistant City Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of six years of administrative or managerial experience in a public administration setting, including two years of management or supervisory experience, and a bachelor's degree in public administration, business administration or a related field. A master's degree is highly desirable and may be substituted for one year of experience.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles and practices of municipal administration, organizations and functions; current social, political, and economic trends and operating problems of municipal government; principles and practices of municipal budgeting and finance; principles and practices of economic and community development; principles and practices of public financing, including debt management and bond management; local and state legislative processes; assessing municipal operating requirements; 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 supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Assist the City Manager in managing overall City operations; provide effective leadership; coordinate a variety of program activities, including grant administration; research, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; prepare and analyze a grants budget; serve effectively as the administrative agent of the City Council; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.