

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

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| Position Title: Assistant City Manager | Job Family: |
| General Classification: Management | Job Grade: |

Definition: The Assistant City Manager acts as the primary assistant to the City Manager and acts on behalf of the City Manager in his/her absence. The Assistant City Manager identifies, analyzes, proposes, and implements solutions to operational problems and staff and budgetary issues; analyzes and revises operating procedures, directs projects, and may supervise department heads and City Manager's Office staff. Serves as the department head responsible for the City Management and Human Resources Divisions of the City Manager's Office.

Distinguishing Characteristics: The position acts with a high level of independence and requires strong analytical, administrative, and management skills as well as the ability to effectively lead people, complete assignments, and manage projects.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Identifies operational problems and issues on a City-wide basis; works with departments to correct problems and issues.
2. Participates in developing and implementing policies, procedures, and objectives to assure efficient, effective, and consistent delivery of services.
3. Participates in the resolution of issues between departments.
4. Researches and makes recommendations to the City Manager on special topics.
5. Manages and/or directs City projects and/or assignments.
6. Serves as a member of several City-wide interdepartmental planning and policy committees.
7. Supervises City Manager employees and department heads where assigned.
8. Acts as City Manager in his/her absence.
9. Represents the City Manager with the public, governmental agencies, and other City departments.

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10. Manages and/or directs the City's human resource functions (including labor relations).
11. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of public administration and human resources administration; City government structure, processes, obligations, and limitations; principles and practices of human resources and labor relations, organizational management, budget, and operations analysis.

Ability to: Develop and implement effective City organizational policies and procedures; supervise/manage the administration of the City's human resources functions; analyze and resolve complex budgetary, management, and organizational problems; select, develop, motivate, and evaluate departmental staff; coordinate City programs and activities with the City Council, management, employees, and the community; manage and direct diverse and complex projects and programs; communicate effectively orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Recommended: Equivalent to completion of a master's degree in public or business administration or public policy and seven years of progressively responsible experience in one or more areas of public administration.

Required Licenses or Certificates: Valid California driver's license.

Established: February 1980

Revised: November 2013

HRD/CLASS SPECS
Assistant City Manager