

CITY OF DALY CITY  
JOB SPECIFICATION  
EXEMPT

**ASSISTANT CITY MANAGER**

**DEFINITION**

The Assistant City Manager acts as a primary staff assistant to the City Manager, identifying, analyzing, proposing and implementing solutions to operational problems and staff and budgetary issues, analyzing and revising operating procedures, directing projects, supervising department heads and certain City Manager's office staff, and acting on behalf of the City Manager in the Manager's absence.

**DISTINGUISHING CHARACTERISTICS**

The position acts with a high level of independence and requires strong analytical and administrative skills as well as diplomacy in managing assignments and projects.

**EXAMPLES OF DUTIES**

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

1. Identifies operational problems and issues on a citywide basis, working with departments to correct problems and effectively address 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 problems and 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 citywide interdepartmental planning and policy committees.
7. Supervises City Manager's office staff and department heads where assigned.
8. Acts in the City Manager's absence.
9. Represents the City Manager with the public, governmental agencies, and other City departments.

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**MINIMUM QUALIFICATIONS**

**Knowledge of:** Principles and practices of public administration and personnel administration; City government structure, processes, obligations, and limitations; principles and practices of labor relations, organizational management, budget and operations analysis; application of automated information systems and processes to municipal operations.

**Ability to:** Develop and implement effective City organizational policies and procedures; 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, managers, employees, and the community; manage and direct diverse and complex projects and programs; communicate effectively orally and in writing; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Education:** A Bachelor's Degree; Master's degree in public or business administration is highly desirable.

**Experience:** At least five (5) years of progressive responsibility in municipal management, desirably with line operation experience.

**Experience and Training Guidelines:** Other combinations of experience and training may qualify if they provide for the required knowledge and abilities.

**License:** Valid Class C California driver's license.

R: 02/07