

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT

ASSISTANT CITY MANAGER

DEFINITION

The Assistant City Manager acts as the primary staff assistant to the City Manager, identifying, analyzing, proposing and implementing solutions to operational challenges, staff and budgetary issues, analyzing and revising operating procedures, directing projects, supervising department heads and the Office of the City Manager's staff, and may be required to represent the City Manager or act in the absence of, with other governmental agencies and/or private entities in meetings, at events and wherever called upon to represent the City's interests.

DISTINGUISHING CHARACTERISTICS

The position acts with a high level of independence and requires strong analytical and administrative skills along with a strong understanding of public sector finance, as well as diplomacy in managing assignments, projects and personnel.

EXAMPLES OF DUTIES

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

1. Identifies operational effectiveness within City departments and works collaboratively both citywide and with individual departments on continuous improvement. Identifies strengths and weaknesses and, in close consultation with the City Manager, takes necessary corrective measures, both short and long term with an emphasis on positive outcomes.
2. Develop and present reports that include a collection of data, statistical analysis, conclusions and recommendations to the City Manager. Make oral and written presentations to the City Manager and the City Council in public and private meetings.
3. In partnership with the Executive Team and Senior Staff, develop strategies to integrate and embed diversity, equity and inclusion principles and oversee the continuous alignment of an equity framework within programs, policies, and procedures.
4. Collaborate with the Director of Human Resources to identify and implement best practices, participate in the development and implementation of policies, procedures, and objectives to assure efficient, effective, equitable and consistent delivery of services.

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5. In close consultation with the City Manager and the Director of Human Resources, when appropriate, initiates a dispute resolution process between one or more departments and ensures completion, resolution and improved delivery of services both internally and to the community.
6. Manages and directs City projects, special assignments both technical and programmatic in nature.
7. Chairs citywide committees of policy, finance and planning, including standing committees and the ability to identify and form necessary working groups.
8. Supervises staff in the Office of the City Manager including the Economic Development Program and department heads where assigned
9. Act as or represent the City Manager, in the absence of, with other governmental agencies and/or private entities in meetings, at events and wherever called upon to represent the City's interests.

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, finance and budget 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 financial, budgetary, management, and organizational issues; select, develop, motivate, and supervise, evaluate departmental staff; implement and oversee Economic Development Program, coordinate City programs and activities with the City Council, Department Heads, Managers, 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 in Public Administration or Business Administration or related field is required; Master's degree in Public or Business Administration is highly desirable.

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Experience: Five (5) years of municipal government or private sector experience in supervising divisions and/or managing departments. Increasingly responsible experience in multiple areas and departments in municipal government is desirable.

License: Possession of a valid Class C California driver's license.

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