**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 50,000 +**

***Assistant City Administrator***

***Overview of Duties, Responsibilities and Position Requirements***

The following duties are typical for this classification. Incumbents **may not perform** all of the listed duties and/or **may be required to perform** additional or different duties from those set forth below to address business needs and changing business practices. 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.

* Assumes full management responsibility for assigned functions, services, and activities of the City including human resources.
* Plans, directs, and coordinates, through management level staff, the work plan for assigned functions; assigns projects and programmatic areas of responsibility; provides direction and supervision on key projects; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
* Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
* Assists the City Administrator in the preparation, coordination, review and presentation of the City’s annual operating and capital improvement budgets including coordination with Finance Department staff.
* Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments, community organizations, advisory boards and citizens.
* Coordinates and participates in providing responsible staff assistance and professional analysis and advice to the City Administrator, City Council, and other City boards and commissions as assigned; attends City Council meetings and other public meetings to assist or represent the City Administrator.
* Establishes and maintains effective working relationships with City’s county, state and federal delegations. Manages intergovernmental relationships with other cities.
* Acting in consultation with the City Administrator, provides input on operational considerations during budget discussions, focusing on staffing requests, and proposing alternative methods of achieving departmental and/or City service needs.
* Through subordinate professional staff, provides staff support to the Council Ordinance Committee, tracks local, State and Federal legislative activities including legislative reports for Council action and provides enforcement of selected City ordinances.
* Directs the implementation of the City’s policies and programs to ensure effective implementation of the City Council’s goals and objectives and to maintain fiscal integrity.
* Analyzes existing operating procedures on a citywide basis, recommending revisions or new procedures to promote efficient, effective, and consistent delivery of services.
* Represents the City Administrator with the public and/or other City departments or governmental agencies.
* Maintains contact with media, coordinates interviews and press conferences with City officials, produces news releases, answers day to day inquiries from local and national media and the general public regarding City business.
* Responds to and resolves difficult and sensitive inquiries and complaints.
* Attends conferences, schools and professional meetings to keep abreast of new developments in public administration, training and administration.
* Performs other duties as assigned.

***Required Knowledge, Skills and Abilities***

**Knowledge of**:

* Operations, services, and activities of a municipality.
* Advanced principles and practices of public and local government administration.
* Principles and practices of public human resources including methods and techniques used in recruitment and selection, classification, salary and benefits administration, and training.
* Current social, political, and economic trends and operating characteristics/problems of municipal government.
* Principles and practices of program development and administration.
* Government, council, and local and state legislative processes.
* Principles and practices of fiscal and strategic planning.
* Methods of analyzing, evaluating, and modifying administrative procedures.
* Principles and practices of municipal finance and budget preparation and administration.
* Methods and techniques for goal setting and program evaluation.
* Principles of supervision, training, and performance evaluation.
* Decision making techniques.
* Pertinent federal, state, and local laws, codes, and regulations.
* 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 research, statistical analysis, and report presentations.
* Strong analytical skills and a thorough knowledge of plan designs. Ability to understand, evaluate and make judgment on the proposals (RFP’s).
* Proficiency with personal computers and Microsoft Office.
* Excellent written and oral speaking skills.

**Ability to:**

* Provide effective leadership and consultation to department directors, managers, and other City staff and coordinate a variety of program activities.
* Participate in the development and administration of city-wide goals, objectives, work standards, internal controls, and methods of evaluating achievement and performance levels.
* Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
* Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.
* Research, analyze and evaluate new service delivery methods and techniques.
* Research, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
* Assemble and write a variety of news releases, pamphlets, newsletters and other publicity materials.
* Plan, organize, direct, and coordinate the work of lower level staff.
* Select, supervise, train and evaluate staff.
* Prepare clear and concise administrative and financial reports.
* Prepare and administer large and complex budgets.
* Interpret and apply federal, state and local policies, law and regulations.
* Negotiate and resolve complex issues.
* Respond to inquiries or complaints and explain regulations and procedures to the general public, members of the business community, and representative or other agencies and organizations.
* Represent the City Administrator to the general public and representatives of other agencies.
* Effectively present information to top management and public groups.
* Delegate authority and responsibility.
* Deal tactfully and effectively with co-workers.
* Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
* Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
* Communicate clearly and concisely, both orally and in writing.
* Establish and maintain effective working relationships with those contacted in the course of work.

***Minimum Qualifications***

*Any combination of education and experience sufficient to successfully perform the essential functions of the job qualifies.*

* Bachelor’s degree from an accredited college or university with major course work in public administration, business administration, economics, or a related field. A Master’s degree is highly desirable.
* Eight years of progressively responsible management and administrative experience in municipal government including three years of increasingly responsible experience in all phases of Human Resources.
* Possession of a valid Georgia Class C driver’s license.

***Physical Demands***

**Physical**: Primary functions require sufficient physical ability and mobility to work in an office setting and operate office equipment. Continuous sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, and reaching above and at shoulder height; moderate grasping to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**Vision**: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing**: Hear in the normal audio range with or without correction.

***This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***