**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: 10,000-24,999**

**Position: Assistant City Manager**

Reports To: City Manager

POSITION SUMMARY:

Position provides direction and oversight to areas of supervision (Human Resources and Special Committees assigned by Council or City Manager). Serves as advisor/coach/advocate for staff; work integrally with them on projects; serve as counsel/sounding board on goals/objectives that are established within the department or in accordance with goals determined by City Council. Position works independently and with autonomy. Responsible for the direct supervision of Human Resources Department, Teen Court, Interns, Junior Youth Council, and other special committees formed by City Council or City Manager.

ESSENTIAL DUTIES:

Human Resources: Provide insight to employees for developing and executing organizational strategy. Continue to reexamine HR practices/programs/employee incentives that will allow innovative and exciting programs to be brought to the organization (i.e., diversity, ethics, employee culture, employee incentives/rewards/gifts, leadership, supervisory skills). Maintain the role of HR as an integral part of the organization’s strategic decision-making.

Community Relations: Provide outreach and community assistance. Work with all departments on civic/social projects. Develop ties to the community through involvement with local groups and organizations that have an interest in community service and preservation.

• Provide assistance and support to the City Manager; analyze and implement policies and procedures; assist in the preparation of the budget.

• Supervise, along with the City Manager, the work of all city staff and act as City Manager in City Manager’s absence.

• Maintain accessible and close relationship with department heads and their key staff members.

• Respond to and resolve public inquiries and complaints. Deal with the public and customers politely and effectively including the ability to mediate and resolve complaints

• Attend various council, community and committee meetings as assigned by the City Manager.

• Provide guidance regarding review and evaluation of employment policies, practices, and procedures at the departmental level, particularly in instances where persistent underrepresentation of particular groups is indicated or discriminatory practices are alleged.

• Establish goals for, and review and evaluate the administration of the employee selection procedure, including policies and practices of the Human Resources Department in performing such functions as recruiting; receipt and processing of applications; testing and evaluations; certification of candidates, etc.

• Reviews departmental work programs and ensure they are in alignment with City policies.

• Investigate grievances filed by employees where complaints allege discrimination and fully investigate and take appropriate corrective action where necessary.

• Advise the City Manager on a wide variety of policy and procedural matters related to the effective administration of the City.

• Assist in the coordination, development, implementation and evaluation of the City’s strategic plans

• Plan, direct, organize and implement the safety program for employees of the City of Dublin to ensure compliance with City of Dublin policies and procedures and enhance efficiency through employee education.

• Design and develop and/or assist in the design and development of training curriculum/lesson plans and other training resources for city employees and department heads.

• Point of contact for callers regarding complaints or liability claims. Provides instructions on filing claims and forwards claims to insurance company.

• Administers claims associated with city property damage and ensures proper payment from insurance carrier.

• Ensures insurance renewal applications are filed annually and keeps current record of city property, vehicle, and equipment listings.

• Maintains claims databases to document claims history. Prepares schedules, spreadsheets, graphs and other claims summaries.

• Assists with routine claims investigations, interviews and documents findings. Visits work and accident sites as needed to conduct investigations and interview claimants or witnesses.

• Oversees all special events for City of Dublin. Annual Christmas party, department head retirement, receptions, etc.

• Assists the City Manager in a variety of complex administrative matters; consults with and assists department heads in solving administrative problems or in developing major changes in departmental organization procedures and policies

• Conducts and reviews organizational, administrative, fiscal and other studies and collects information on operational and administrative problems.

• Manages special projects that do not fall under the jurisdiction of existing departments or require special handling and attention; coordinates the efforts of departments to ensure the timely completion of special multi-departmental projects

TRAINING AND EXPERIENCE

The following standards express the minimum background of training and experience DESIRABLE as evidence of an applicant's ability to qualify the applicant for the position.

College degree in business administration, public administration, industrial relations or a related field, Masters preferred.

AND

Considerable experience in municipal management.