



ASSISTANT CITY MANAGER

DEFINITION

Under administrative direction, assists in the City Manager in the overall administration of the City; provides expert professional assistance and support to the City Manager, City Council, and department directors; develops and implements policies; promotes effective and efficient operations throughout the City; provides highly complex staff assistance to the City Manager and acts for the City Manager as designated; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises general direction over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a single position, executive management level classification with full responsibility for managing the City-wide economic development strategy. In addition to providing designated staff and policy assistance to the City Manager in assigned areas, this position has administrative responsibility for policy development, economic development, and program planning and implementation. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals and for furthering City goals and objectives within general policy guidelines.

The Assistant City Manager is an “at-will” position that serves at the pleasure of the City Manager.

This class is distinguished from the City Manager in that the latter has full administrative responsibility for City operations and functions.

ESSENTIAL DUTIES

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

- Plans, organizes, directs, reviews, and evaluates operations of assigned departments.
- Creates, plans, directs, and ensures implementation of economic development programs, including, but not limited to, business attraction, retention, and expansion; marketing and promotions; business outreach; and economic policy implementation and oversight.
- Creates, plans, and directs the citywide Communications program and strategies;
- Directs, reviews, and evaluates affordable housing and homelessness programs and policies;
- Interprets and ensures compliance with local, state, and federal laws relating to assigned areas.
- Advises the City Council, City Manager, and City Attorney on a broad range of issues within areas of responsibility.

- Collaborates with a wide variety of groups, organizations, developers, existing and potential businesses, other City departments, City officials, and government agencies regarding projects, business locations, and coordination of projects or programs; establishes, maintains, and improves department relationships with external organizations and the City's institutional partners.
- Develops requests for proposals; negotiates and monitors contracts and agreements with outside service providers and vendors to ensure compliance and cost-effectiveness.
- Directs the preparation and administration of assigned department's budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as necessary.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for assigned departments.
- Plans, directs, manages, and evaluates, through subordinate level staff, the work plans of assigned departments; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Reviews and analyzes legislation for impact on the City; works with legislators to develop or influence legislation; recommends revisions to proposed legislation.
- Represents assigned departments to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action for employees.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Attends and makes presentations at Council, interagency, committee, and other meetings and conferences.
- Responds to requests for information from community residents, businesses, and other outside agencies; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Acts on behalf of the City Manager in his/her absence as assigned.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and methods, including goal setting; program and budget development, implementation, and control; and personnel management.
- Principles, practices, policies, and procedures of public administration, including City government structure.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Current social, political, and economic trends affecting city government and service provision.

- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned areas of responsibility.
- Practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of contract negotiation, preparation, and administration.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with government agencies; community groups; and various business, professional, regulatory, and legislative organizations.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Organize, direct, and coordinate Economic Development activities.
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards.
- Interpret, analyze and apply federal, state, and local laws, rules, and regulations related to local government operations.
- Understand and apply government procurement methods and guidelines.
- Conduct effective negotiations and effectively represent the City in meetings with governmental agencies; community groups; and various business, professional, educational, regulatory, and legislative organizations, as well as the media.
- Coordinate assigned department activities with other City departments and agencies as required.
- Analyze complex problems, evaluate alternatives, and make sound recommendations.
- Prepare and present clear, concise, and logical written and oral reports.
- Analyze department support needs and ensure prompt and efficient delivery of services, materials, and supplies.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact, initiative, prudence, and independent judgment within general policy as well as procedural and legal guidelines.
- Organize and set priorities for a variety of projects and tasks in an effective and efficient manner to ensure deadlines are met.
- Gain cooperation through discussion and persuasion.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

Education and Experience

A bachelor's degree with major coursework in finance, economics, real estate financing and development, political science, public or business administration, or a closely related field.

AND

Six (6) years of increasingly responsible management experience in municipal government, including three (3) years as head of a city department or major division.

Licenses and Certifications

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard and calculator; the ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information; and occasionally lift, carry, push, and pull materials and objects up to 20 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

Emergency Service Workers: All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

Adopted	September 2018
Revised	July 2021, August 2024
FLSA	Exempt
Salary Schedule	Management/Range 38

