

<b>Job Title:</b>	Assistant City Manager	<b>Position Type:</b>	Full Time / Exempt
<b>Division:</b>	City Manager's Office	<b>Department:</b>	City Manager's Office

**Description of Work**

**ROLE AND RESPONSIBILITIES**

**General Definition:** Duties range from assistance with budget compilation and development to various special projects.

**Supervision Received:** Reports to City Manager with limited direct supervision.

**Supervision Exercised:** As directed by City Manager.

**Examples of Duties:** Performs skilled administrative and operational duties such as preparation and coordination of economic development and community development programs, preparation of various reports and providing support in the development of short and long-range plans. Documents and analyzes findings; prepares reports, graphs, charts, and other illustrative materials as required by gathering a variety of factual and/or statistical data; presents reports upon completion. Researches and documents salary survey results, ensuring employees' job descriptions are accurate and appropriate for their pay scale. Prepares and submits various grant applications with respective federal and state agencies. Administers a variety of on-going specific programs for administrative operations as assigned. Prepares materials for prospective businesses, development, etc. Attends City Council and other board meetings as assigned. Investigates developer/builder inquiries, analyzes findings, and initiates action when necessary; directly communicates with the general public for identification of service needs. Prepares and makes formal presentations to employees, management staff, and City Council; may represent City Manager at City Council or other public meetings. May perform delegated supervision on behalf of immediate supervisor. May act as a liaison with local and/or state agencies; may represent or act as a liaison with organizational and community groups. Serves on various county and regional committees/boards to include, but not limited to: Solid Waste Advisory Board (SWAC), Metropolitan Planning Organizational Policy Board and Technical Committee (MPO), and Economic Development Committee. Acts as staff liaison for the Parks and Recreation Commission. Takes major role in budget formulation and analysis. Assists the Director of Arboretum, Tourism, and Recreational Services with advertising for the Arboretum. Designs marketing ads and campaigns for the City as directed by the City Manager. Assist in the management of the City website. Responsible for updating and printing of the City maps. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge:** Knowledge of municipal government operation and organizational structures, budget preparation, real estate practices, platting and zoning regulations, economic/community development regulations, local government laws, research and analysis methods, and reporting formats.

**Skills:** Skill in recording data; skill to communicate in writing and develop formal written presentations; skill to communicate orally and make formal presentations; skill in making mathematical calculations; skill in proofreading materials to ensure accuracy; skill in the design and use of computer applications.

**Abilities:** Ability to collect, analyze, and interpret financial data; ability to prepare and present accurate, detailed reports; ability to communicate effectively with the public; ability to establish and maintain effective working relationships; ability to make independent judgments; ability to clearly and effectively express ideas in writing;

ability to utilize computers and software for various functions. Lift and carry up to 30 pounds. Operate personal computer, and other office machines such as calculator, scanner, and printer. Creates forms, charts, statements, letters, and various other documents as required. Search files and assemble information. Be capable of performing all duties alone, safely, and without assistance due to small office environment and limited personnel manning. Operate motor vehicle.

**Education:** Graduation from a four-year college or university with major coursework in business, public administration, or related field. Master’s degree in business, public administration, or related field preferred.

**Experience:** One year of progressively responsible administrative/management experience, including such areas as budget preparation, data gathering and analysis, and report writing or equivalent experience.

**Any work-related experience resulting in proficiency levels in the above minimum qualifications is an acceptable substitute for the above specified education and experience requirements.**

**Licenses and Certificates:** Texas Class C driver’s license and driving history acceptable to the City.

**THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.**

Job Description:	Assistant City Manager	Revised:	October 1, 2022
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