

CITY OF LOMA LINDA
ASSISTANT CITY MANAGER

DEFINITION

Under general direction, assists the City Manager in directing City operations through subordinate staff; performs highly responsible and complex professional administrative work; performs related duties as required.

CLASS CHARACTERISTICS

The Assistant City Manager is a single-position class responsible for the direction of all City department in the name of the City Manager. His/her authority and responsibility are consequences of the needs of the City Manager's office, and are subject to change.

EXAMPLES OF DUTIES

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

1. Participates in the development and implementation of City-wide goals, objectives, policies and priorities.
2. Performs duties as a director to the Information Systems, Community Development and Economic Development departments.
3. As designated representative, or in the absence of the City Manager, attends meetings and conferences; leads or participates in discussions regarding City services and issues.
4. Acts in the absence of the City Manager when so assigned.
5. Receives and responds to inquiries and complaints from citizens and public officials; conducts or directs the conduct of investigations and takes or directs appropriate action.
6. Provides administrative support and guidance to the City Manager, City Council and such other City Commissions and committees as may be necessary; provides liaison to other agencies and organizations regarding City operations or services.
7. Coordinates the activities of the City Manager's office with City department, outside agencies and organizations.
8. May directly supervise City programs and/or exercise primary responsibility for the implementation and administration of special programs which impact operations in the respective departments.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary to satisfactory job performance. Example combinations include the equivalent to graduation from a four year college or university in public administration or a related field; and three years of progressively responsible administrative experience in municipal government.

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of municipal organization and administration; federal, state and local laws, rules and regulations pertaining to local government operations; principles and practices of supervision. Ability to analyze a variety of administrative and organizational problems and make sound policy and procedural recommendations; properly interpret and make decisions in accordance with laws, regulations and policies; plan, organize, direct and coordinate City operations; communicate effectively, both orally and in writing; prepare and present reports; meet the public in situations requiring diplomacy and tact; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; supervise assigned staff.

Special Requirements

Possession of or ability to obtain a valid Class C California driver's license, and a satisfactory driving record.

Incumbents must pass a medical examination at time of appointment.

Working Conditions

The work is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.