



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Assistant City Manager	DEPARTMENT: City Manager
IMMEDIATE SUPERVISOR: City Manager	GRADE/RANK: 23
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs difficult and sensitive professional work in the administration, coordination, preparation and analysis of City or departmental programs, activities and services. Acts as the primary professional support to the City Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- providing administrative support to the City Manager and department directors;
- serving as acting City Manager in the absence of the City Manager;
- preparing operation reports and complex correspondence for the City Manager;
- coordinating/supervising the daily operations/activities of the Office of the City Manager;
- preparing/coordinating City Council agendas;
- developing methodology to analyze and interpret the impact of services on the community and preparing economic impact studies of local budgets;
- serving as project team director for special studies and overseeing special projects;
- gathering operational financial and other statistical data and participating in the conduct of research and evaluation studies;

- preparing special reports and studies;
- participating in the preparation of the budget and capital improvement plan;
- monitoring budget and fund expenditures and revenues;
- performing analysis of current operating expenditures and estimates of future expenditures;
- auditing and summarizing departmental budget requests;
- conducting research concerning local issues and public policy;
- serving as staff liaison to various boards and commissions, as assigned;
- performing special assignments as directed by the City Manager and City Council; and
- performing related tasks, as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Has a thorough knowledge of the theories, principles, practices and techniques of municipal budgeting and program evaluation, statistics and finance. Has detailed knowledge of evaluation measurement and review techniques, as well as state laws and local ordinances applicable to budget preparation, approval and administration. Also has thorough knowledge of the function and operation of municipal agencies. Has the ability to analyze and develop budget estimates and to plan and supervise the work of subordinates. Has the ability to develop and conduct technical program evaluations and conduct detailed research and prepare reports and findings. Has the ability to interpret policies, and establish and maintain effective working relationship with others. Has the ability to employ significant judgement within sensitive community scenarios and has excellent written and verbal communication skills. Has excellent customer service skills and computer skills, including word processing and database management.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Requires a master's degree in public administration, related field or equivalent amount of training and experience. Considerable professional experience in finance, budget and program/service development and evaluation and general knowledge of a minimum of three department areas in local government is preferred. The successful applicant must be an empowering manager, a proven leader, a creative problem solver and an excellent communicator. A commitment to diversity, customer service and citizen involvement is required. Must also be committed to continual development and learning.

SPECIAL REQUIREMENTS:

Position may be required to work both nights and weekends in order to accomplish organizational and departmental goals. Individual in this position does not have grievance rights. Position reports to the City Manager. Valid driver's license required, with a good driving record.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:

This is sedentary work requiring the exertion of negligible amount of force constantly to move objects, up to 10 pounds of force frequently and some light work requiring the exertion of up to 20 pounds of force occasionally. Work requires stooping, reaching, fingering, grasping and repetitive motions; typing/word processing requires the ability to perform repetitive tasks involving fine motor skills. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word. Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the work is not subject to adverse environmental conditions.

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Assistant City Manager has direct responsibility for supervising a variety of departments and individuals which requires a broad knowledge base.

EXAMPLES OF EXPECTED DECISION MAKING:

Will evaluate programmatic recommendations and determine viable alternatives to present to the City Manager or City Council. Will make determinations as to the appropriate level of resources that may be committed to a program, activity or issue. May initiate and provide guidance and support for departmental responses to requests for services. Will delegate or assign tasks to staff that do not neatly fit into departmental envelopes. Will respond to and rectify a wide range of citizen or customer concerns or complaints. Will discern the position of the City with regard to community groups or organizations that partner or cooperate with the City in providing services or activities enjoyed by the public. May develop or provide information and responses to City Council members that they may employ during interaction with the public or to guide their decision-making.

This position description in no way states or implies that these are the only duties to be performed by this employee. The Assistant City Manager will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this position will be evaluated in accordance with City policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: City Manager and Chief Human Resources Officer

Revised Date: 2019