



CITY OF ALACHUA

JOB DESCRIPTION

ASSISTANT CITY MANAGER

DEPARTMENT: Executive

REPORTS TO: City Manager

SUPERVISES: Compliance and Risk Management Director, Deputy City Clerk, Executive Assistant, Finance and Administrative Services Director, Human Resources Manager, Planning and Community Development Director, Public Services Director and Recreation Director

FLSA: Exempt

GENERAL DESCRIPTION:

Highly responsible managerial, technical and administrative work that oversees and guides various departments and divisions. Directs all activities of assigned departments/divisions. Provides administrative guidance to departments/divisions to ensure the City's goals and objectives are met; assists in the overall daily administration, decision-making and policy implementation with the City Manager; recommends organizational enhancements and restructuring as necessary. Work is performed under the general direction of the City Manager.

ESSENTIAL JOB FUNCTIONS:

1. Provides direct support to the City Manager by serving as a liaison on major projects and performs management of special projects, as assigned by the City Manager.
2. Proactively monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload administrative and support systems, and internal reporting relationships; identifies opportunities for improvements and direct the implementation of changes.
3. Attends City Commission meetings and represents the City Manager as needed.
4. Meets with Department Directors to discuss programs or inquiries, answer questions, address challenges and resolve issues which may arise in the course of daily business, including budget, personnel, customer service and intradepartmental issues.
5. Represents the City Manager's Office in various meetings, working collectively to accomplish a greater good for the organization, community and citizenry.
6. Maintains regular contact with, and keeps, the City Manager apprised of matters and issues.
7. Performs the duties of the City Manager, as assigned, during City Manager's absence.
8. Studies, analyzes and evaluates all segments of the organization for adherence to the Code of Ordinance, established policies, procedures and guidelines
9. Formulates recommendations to enhance or solve any administrative, organizational or operational problems with hinder effective and efficient operations.
10. Participates in the budget preparation process.
11. Develops long-range plans and programs and the evaluate work accomplishments.
12. Plans, organizes, directs and controls internal service functions.
13. Establishes and maintains effective working relationships with public officials, department directors, representatives of other organizations and the general public.
14. Communicates clearly and concisely orally and in writing.
15. Receives, investigates and resolves public complaints concerning community related problems.

16. Coordinating the flow of ordinances and resolutions, and commission agenda items related to the operational departments.
17. Assesses municipal problems and proposed policies in terms of their financial and administrative impacts to the City.
18. Supervises and participates in the preparation of correspondence for the City Manager.
19. Coordinates activities with functions of other City departments and private and public agencies.
20. Meets with various federal, state and county representatives to discuss and resolve intergovernmental programs.
21. Manages/directs activities of various departments/divisions, including the direct supervision of Department Directors and/or Supervisors/Managers as assigned by the City Manager
22. Performs economic development activities on behalf of the City
23. Performs public relations functions for the City.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of governmental operations, management principles, personnel practices and budgetary practices; Federal, State and local laws, rules and regulations as they apply to municipal governments. Ability to solve management problems. Ability to motivate employees. Ability to organize and prioritize assignments. Ability to deal effectively with difficult situations and individuals. Ability to communicate effectively both orally and in writing. Ability to make effective public presentations. Ability to analyze complex situations and determine the important factors and make good recommendations. Skill in interpersonal relationships and management principles. Skill in time management and public speaking. Skill in conducting meetings.

EDUCATION AND EXPERIENCE

Graduation from an accredited four year college or university with a Bachelor's Degree in Business Administration, Public Administration or a related field supplemented by course work in management. Minimum of 5 years of experience in a senior administrative/management position.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

None.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

Employee Name (please print)

Date

Employee Signature