



CITY OF MARTINSVILLE, VIRGINIA
JOB DESCRIPTION

JOB TITLE: ASSISTANT CITY MANAGER	DEPARTMENT: CITY MANAGER'S OFFICE
REPORTS TO: CITY MANAGER	CLASSIFICATION: GRADE 22
FLSA STATUS: EXEMPT	DATE: 9/2013 (REVISED)

NATURE OF WORK

Performs complex professional and administrative work assisting and advising the City Manager in the overall management and administration of the City government and helping to ensure that administrative duties for which the City Manager is responsible are accomplished. Serves as City Manager in his/her absence. The employee manages several City departments and/or divisions and performs a variety of assignments relating to the general administration, planning and evaluation of the operations and programs of City Government. Significant projects may be assigned by the City Manager and involve a high level of expertise, coordination, analysis, and political sensitivity. The employee investigates and resolves complaints, questions, and concerns from City Council members, City staff, public and private agencies, and the general public. Work is performed under the general direction of the City Manager.

EXAMPLES OF WORK

- Works with the City Manager and department directors in planning, organizing, coordinating, and implementing programs affecting assigned areas of responsibility; coordinates with other managers affecting their areas of responsibility. Briefs the City Manager on issues of concern in the departments and functions in assigned area of responsibility to assure proper action.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Provides assistance to the City Manager in the preparation and review of data, reports, resolutions and ordinances.
- Assists in preparing material for City Council agendas, attends council sessions, and provides information or technical assistance and follows up as required; attends Council meetings and makes reports concerning activities for which responsible as requested by the City Manager.
- Reviews results of major studies and coordinates and/or prepares management information and related reports on municipal activities and operations for the City Manager; drafts correspondence for City Manager and occasionally for members of Council.
- Coordinates the preparation of annual budgets for departments within assigned areas; in conjunction with the Finance Director, oversees city-wide budget development and capital improvement program analysis, presentation, and implementation and monitors the financial status of City.
- Prepares research reports to serve as a basis for executive action.
- Confers with officials of City, county, state and federal agencies regarding plans and priorities for existing and future programs; meets and corresponds with various citizens, professional, business and other groups to answer questions and secure their help in carrying out various programs; represents the City Manager at conferences and meetings as requested by the City Manager.

- Confers with employees on grievance problems.
- Serves as Acting City Manager in the latter's absence.
- Performs liaison activities to local and governmental agencies and organizations as directed by the City Manager.
- Performs related administrative tasks as required.

MINIMUM QUALIFICATIONS OF WORK

Graduation from an accredited college or university with a degree in public administration or a related field and ten years of experience in municipal or governmental administration with authority for program direction and budget administration, coordination, and supervision of such functions OR any other combination of experience college coursework, professional development courses, and progressively responsible municipal finance experience which provides the demonstrated knowledge, skills and abilities.

Comprehensive knowledge of public management and organization theories, principles, practices and techniques at the local level; thorough knowledge of the organization, function and methods of operation of the City's legislative, executive staff and operational departments; thorough knowledge of the basic laws, ordinances and regulations underlying the municipal corporation; thorough knowledge of municipal finance and administration; ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions and to prepare working procedures; ability to express ideas effectively, both orally and in writing; ability to establish and Assistant City Manager maintain effective working relationships with other City officials, employees and the public; ability to plan and supervise the work of subordinates.

Must have the use of sensory skills in order to effectively communicate and interact with employees, public, etc.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.