



CITY OF CHINO

Assistant City Manager

Definition:

Under administrative direction, performs a variety of difficult administrative assignments and coordinate City administrative activities as assigned; serves as a subject matter expert on the City's resources, responsibilities and opportunities related to the quality of life for residents; coordinate the activities of assigned departments; makes decisions with the authority of the City Manager in areas of responsibility; represents the City Manager in his/her absence; and performs related work as assigned.

Class Characteristics:

The incumbent in this single position classification is considered to be an administrative generalist and may be assigned specific activities within the broad range of City administrative operations. Assignments may include the on-going administration of certain programs, projects and departments which are of special concern to the City Manager or not appropriate to other City departments. The Assistant City Manager provides leadership for the definition and development of a shared vision, strategy, policy, and goals for all City activities affecting the quality of community life.

Essential Functions:

- Provide advice and assistance to the City Council, the public, City committees, and other agencies; respond to inquiries and provide information regarding City policies, procedures, and other general information relating to City operations; facilitate communications between citizens, City staff and the City Council and assure consistent implementation of Council decisions.
- Monitor program planning and coordination of departmental activities as they relate to the delivery of services and quality of life for residents; assure the development and utilization of performance related mechanisms.
- Represent the City in relations with the community, advisory committees, local, state, and federal agencies, and professional organizations; provide leadership in addressing emerging issues related to community life; participate with community leaders and representatives of other public agencies in task forces and coalitions related to assigned areas of responsibilities; facilitate the development of community networks to address quality of life issues.
- Conduct research and perform analysis for special projects; coordinate or provide administrative assistance in the implementation of project recommendations; review, analyze, and make recommendations on state and federal legislation.
- Prepare and/or recommend revision of policies, procedures, and other information pertaining to the administration of City business; conduct analysis and prepare recommendations regarding policies and procedures requiring knowledge of legal requirements and an understanding of City operations; review

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and make recommendations on administrative controls, records, files, and documents.

- Provide staff assistance to the City Manager; screen/route inquiries and requests, and may make recommendations as to disposition; represent the City Manager at meetings; act in the capacity of City Manager in his/her absence.
- Administer computerized information systems for City, including PC based network and mainframe financial systems.
- Coordinate and participate in processes necessary to preparation of the budget; monitor budget requests and compile materials in preparation for City Manager evaluation and related review activities.
- Participate in City management staff meetings and may serve on special task forces, direct and/or coordinate the conduct of projects having a general City-wide impact.
- Select staff; plan, organize, and assign work; develop and establish work methods and standards; direct or conduct staff training and development; review and evaluate employee performance; execute disciplinary action.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in public administration, social services, urban studies, or a related field. (required)
- Master's degree in public administration or a related field (highly desirable).

Experience:

- Eight years of progressively responsible administrative experience in a public agency which would have included experience in functions related to community life.
- Five years of supervisory experience at the mid-management level or above.

Extensive knowledge of:

- Principles and practices of public administration, personnel management, and finance.
- Principles and practices of supervision and disciplinary processes.

Thorough knowledge of:

- Municipal budgeting processes.
- Data processing systems/applications in a public agency.
- Data collection and analysis techniques.

Considerable knowledge of:

- Operations typical of municipal services including several of the following: redevelopment, human services, recreation, the arts, community relations, communications, neighborhood enhancement services, and public safety and welfare.
- Operations of community based organizations and private and governmental funding agencies for human services.
- Positive employee relations.
- Techniques of maintaining effective Council/staff and public/staff relations.
- Equal employment/affirmative action guidelines and policies.

Ability to:

- Plan, direct, and coordinate municipal programs.
- Interpret complex regulations, laws, and guidelines.
- Establish and maintain effective relationships with the community at-large, the City Council, City departments, other public officials, public and private organizations and businesses, commissions/committees, and City staff.
- Analyze complex administrative situations and resolve them through application of City policy and management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Select, train, supervise, and evaluate employees.
- Deal constructively with conflict and develop effective resolutions.
- Research, prepare, and present complex reports on a variety of subjects.
- Communicate effectively both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Understand, explain, and apply policies and procedures.
- Plan and enforce a balanced budget.
- Represent the City and/or Department effectively in a variety of meetings, including making presentations.
- Interpret financial statements and cost accounting reports.

Special Requirements:

- Possess a valid Class C California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I: 12.

Link to description [here](#)

Employee Unit:

Executive Management

Revised: 8/1/07

Replacing Assistant City Manager classification specification dated 5/12/98.

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