



Assistant City Manager Administration

AD-ACM/1

JOB SUMMARY

The Assistant City Manager supports the City Manager in the planning, implementing, directing, and overseeing of the daily activities and operations of the City of Cordele; assists in the identification and development of policy options, including recommendations for improving the overall management and operations of the City; directly manages and supervises assigned operations, functions, and services; may represent the City Manager at meetings. The City Manager will transition departments to the Assistant City Manager based on his/her experience and knowledge. Performs related duties as required.

The Assistant City Manager reports to the City Manager and serves as a key member of the leadership team. He or she will work cooperatively with the City Manager to effectively manage the day-to-day operations of the city and tasked with moving priority projects forward.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the City Manager in planning, implementing, directing, and overseeing the activities and operations of the City of Cordele
- Assists in the identification and development of policy, including recommendations for improving the overall management and operation of the City.
- Works closely with the City Manager, City Commission, public, private, and community organizations in developing and implementing programs to achieve City priorities.
- Directly manages, supervises, and oversees specific assigned departments, operations, functions, and services.
- As assigned, participate in employee recruitment, selection, performance management, and retention. This includes participation in interview panels.
- Oversees and participates in the development of the budget for assigned areas of responsibility.
- Provides focus on staff development, and with coordination from Human Resources, identifies areas for training.
- Plans and evaluates the performance of assigned staff; takes disciplinary action, up to and including termination.
- Manage the standardization of internal policies and procedures; make recommendations for process improvement.
- Provides administrative support to the City Manager in policy formation, operational review of municipal departments, budgetary decisions, and related City management issues.
- May represent the City Manager at meetings and perform related duties as required.
- Serves as a representative of the City Manager and as a liaison between various boards, committees, commissions and authorities, civic organizations, Chamber of Commerce, and other governmental agencies.

- Plans, coordinates, directs, and manages assigned special projects for the City; identifies and recommends proper allocation of financial, material and human resources committed to the project; oversees the implementation of the project, provides updates to the City Manager and others.
- Assists City Manager with preparation of staff meetings, staff outings and events.
- Assists in the development and review of agenda items for City Commission meetings; ensures timely and accurate information is provided.
- Serves as acting City Manager in the absence of the City Manager.
- Performs related duties as assigned or required.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of principles and practices of public administration and local government operations.
- Knowledge of municipal budgeting, financial management, and capital planning.
- Knowledge of city procurement processes.
- Knowledge of project management principles.
- Knowledge of relevant federal and state laws, city codes, and department policies and procedures.
- Knowledge of personnel management principles.
- Knowledge of, or the ability to easily learn, the City street system, physical layout, and proximity areas.
- Skill in managing multiple priorities and projects in a fast-paced environment.
- Skill in management and supervision.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of goals and objectives. The work is reviewed through conferences, reports, observation, and outcome of activities.

GUIDELINES

Guidelines include the Official Code of Georgia Annotated, Code of the City of Cordele, City Charter, city ordinances, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, technical, and administrative duties. The variety and complexity of tasks to be managed contribute to the complexity of the work.
- The purpose of this position is to assist the City Manager. Successful performance helps ensure the effective and efficient operation of departments and affects the quality of life for city residents and visitors.

CONTACTS

- Contacts are typically with elected and appointed officials, department personnel, other city employees, contractors, vendors, engineers, representatives of state and federal agencies, members of the news media, civic organizations, and members of the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office environment with occasional exposure to heat, cold, inclement weather, moving machinery, dust, and fumes.
- Duties may require attendance at evening meetings or events along with occasional travel requiring overnight or extended stays.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position will be assigned to oversee and manage specific departments or functions based on his/her experience and knowledge.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree. A Master of Business Administration (MBA) or Master of Public Administration (MPA) is preferred.
- A minimum of seven (7) to ten (10) years of increasingly responsible experience in local government, including at least five (5) years supervisory and management experience in municipal operations, finance, and budget development and implementation.
- Experience sufficient to thoroughly understand the diverse objectives and functions in developing municipal infrastructure, managing projects, and personnel.
- Possession of, or ability to readily obtain, a valid driver's license issued by the State of Georgia for the type of vehicle operated.