

City of San Jose
ASSISTANT CITY MANAGER (U) (1688)

CLASS PURPOSE

Under general direction, performs administrative functions of moderate difficulty in executing programs and projects for the City Manager. The incumbent serves as advisor to the City Manager regarding matters related to the administration of the City and ensures execution of directives from the City Manager. Performs related work as required.

TYPICAL DUTIES AND RESULTS (The position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Consults with and participates with department heads in solving administrative problems and in developing changes in departmental organization, procedure, and policies.
- Conducts special studies and investigations, and prepares correspondence, reports and recommendations for the City Manager.
- Confers with the public and with officials of other cities, agencies, and civic groups in the development and coordination of City affairs.
- Reviews departmental work programs, coordinates the activities of various City departments, and makes recommendations regarding appropriate actions and policies to the City Manager.
- Attends City Council and Council Committee meetings, and on request provides the Council with information and advice on matters under consideration.
- Represents the City Manager before professional, educational and civic organizations, explaining City programs and activities.
- Assists and advises the City Manager on operations and policy development as a member of both the strategy group and Executive Staff Committee.
- Performs as administrative liaison between the Manager and management staff on matters not requiring the direct attention of the Manager.
- Performs as liaison to Council on Council matters not requiring the attention of the Manager.
- Participates with the City Manager in developing clear goals for the City with orientation to community and public relations.
- Gathers information on major municipal projects for the information of the general public and participates in preparing brochures, tables, pamphlets and other material for release to the public.
- Performs staff work in areas of major controversy and/or importance or on subjects which must remain confidential.
- Participates in developing a planning capability through the presentation of material to the Executive Staff Committee.
- Participates in the study of organization, operations and services, as assigned, and makes recommendation for improvements in economy, efficiency and quality of organization, operations and services.
- Coordinates inter-departmental activities by delineating responsibilities, organizing cooperative ventures, and monitoring the collective performance of the departments and non-City agencies involved.
- Gathers data, arranges for and assists in presentation to City Council or other groups.
- Gathers information on political, economic and legislative actions, grants and funding sources, and recommends responses and courses of action to legislative or administrative initiatives.

- Confers with departmental managers and others on administrative problems, gathering facts and data relating to problem resolution; evaluates, prepares reports and recommendations for improved departmental operations, services systems or organization.
- Monitors legislative activities and initiatives and evaluates impact upon City operations, eligibility for grants, need for compliance activities; recommends City position and instigates necessary responses.
- Represents the City at conferences, seminars and meetings as assigned; maintains liaison with agencies, governmental jurisdictions, consultants and private sector enterprises on the City's behalf.
- Supervises, leads or coordinates City-wide activities such as special employee activities, blood drives, charitable gift drives; directs and participates in the preparation of agendas, minutes, resolutions, annual reports and reports to the Council for assigned special activities and functions.
- Analyzes and evaluates community conditions and needs, offers guidance and counsel to community groups or businesses in establishment of goals, techniques of achievement.
- Coordinates the study of the City organization, operations and services, and makes recommendations for improvements in economy, efficiency and quality of the organization, operations and services.
- Coordinates with inter-departmental task forces the conducting of studies relating to the development of new programs, operations or organization, or having major impact policy decisions by the City Council or City Manager, and implements actions.
- Screens initial citizens' complaints to determine the type of allegation and whether it is an official complaint or a procedural question; conducts preliminary investigation to determine what further action is appropriate.
- May participate in the investigation of official complaints, performing an educational role by interpreting the policy and procedures of the department, and explaining the conclusions arrived at as a result of the investigation.
- Meets with community members in attempting to resolve neighborhood disputes, grievances, and other related social problems; identifies social conditions responsible for generating neighborhood disputes and takes appropriate action.
- Gathers information on major municipal projects for the information of the general public and participates in preparing brochures, tables, pamphlets and other material and release to the public.
- Performs staff work in areas of major controversy and/or importance or on subjects which must remain confidential.
- Reviews departmental work programs, coordinates the activities of various City departments, and makes recommendations regarding appropriate actions and policies to the City Manager.
- Attends City Council and Council Committee meetings, and on request provides the Council with information and advice on matters under consideration.
- Coordinates inter-departmental activities by delineating responsibilities, organizing cooperative ventures, and monitoring the collective performance of the department and non-City agencies involved.

TYPICAL END RESULTS INCLUDE: The efficient management, direction and coordination of City departments and activities to accomplish the established policies, goals and objectives of the City Council to include execution and direction of the administration of the San Jose Water Pollution Control Plant; the coordination and planning of the overall Capital Improvement Program; the coordination of all City maintenance functions among the various departments; the coordination of transportation planning and operations functions among the various departments and performing liaison and coordination of transportation requirements at higher levels of government.

DISTINGUISHING CHARACTERISTICS

The Assistant City Manager is appointed as the City Manager's deputy and acts, as assigned, for the City Manager in regard to the internal administration of City departments. In the absence of the City Manager the incumbent may be assigned direct line authority over departments and activities of the City. The incumbent assists in the development, administration and installation of new or revised departmental and interdepartmental procedures; represents the City Manager at a variety of community and official events and meetings; conducts special surveys and studies and recommends appropriate action regarding the determination of policy or administrative action; furthermore, he may be assigned to carry out or place in effect such recommendations.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

- Knowledge of the principles, practices and problems of public administration.
- Knowledge of the basic administrative processes, i.e., programming municipal services, budget preparation and control, planning, organization, and communications and coordination.
- Knowledge of the functions and accountabilities of municipal governments.
- Ability to stimulate and motivate individuals and groups to achieve designated goals.
- Ability to prepare clear, concise reports and to present them effectively both orally and in writing.

Competency Knowledges, Skills and Abilities

- Knowledge of the relationship between the legislative and executive functions of City government.
- Knowledge of the role of City government in San Jose and its relationship with other government agencies.
- Ability to analyze complex problems, make decisions rapidly within the scope of authority and to recommend solutions effectively to the City Manager.
- Ability to direct, oversee, control and manage the work of others, especially executive management personnel.

Training and Experience

Any combination of training and experience equivalent to a Master's Degree from an accredited college or university in public administration, business administration, or a discipline related to the business performed by the department, plus ten (10) years of experience in a responsible administrative capacity involving the planning, organization and execution of a varied work program.

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