



The City of Moses Lake is proud to be an equal opportunity employer. Our objective is to provide equal opportunity in all terms, conditions and privileges of employment for qualified applicants and employees without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran.

Position: Assistant City Manager
Department: Administration
Reports To: City Manager
FLSA: Exempt

ADM/6

JOB SUMMARY

This position plans, organizes, and implements policies, programs, projects, and other activities on behalf of the City Manager. Represents the City Manager and the City's interests with other levels and agencies of government, business, and the community at large. At the direction of the City Manager, leads and/or participates in research and other activities that contribute to short and long-range business plans for the City. May direct the activities of one or more of the City's departments or divisions in the absence of the department or division director.

ESSENTIAL FUNCTIONS

- Provides high-level managerial leadership and professional assistance to the City Manager in developing and implementing policy agendas and strategies. Researches, analyzes, recommends, and administers approved policies and procedures necessary to provide city services.
- Communicates on behalf of the City Manager, promoting the priorities of the City Council and the City Manager.
- Serves as Acting City Manager when designated by and in the absence of the City Manager.
- May direct the activities of one or more of the City's departments or divisions in the absence of the Director.
- Serves as a team leader for new or modified programs and initiatives, including those involving other governments, businesses, and the community at large.
- Provides highly responsible strategic assistance to the City Manager and City Council. Directs and carries out legislative analysis and implementation of a wide range of municipal policies, programs, and projects. Presents reports and makes public presentations.

- Leads high profile projects and initiatives as assigned and coordinates elected official and stakeholder perspective and support. Leads negotiations and problem solving on policy and service delivery issues.
- Confers with residents, businesses, media and other individuals, groups, and outside agencies having an interest in or concern about the affairs of the City. Interprets, analyzes, and explains policies, procedures, and programs. Operates in a highly visible and political environment.
- Prepares, advocates, and manages departmental and/or cost center budgets as assigned.
- Proposes, writes, administers, and promotes grant or other funding opportunities for City initiatives.
- Develops, negotiates, and manages contracts and agreements with professional consultants, franchisees, and other governmental organizations.
- Coordinates City activities with other governmental agencies and outside organizations.
- Represents the City to other jurisdictions, partnerships, boards, and commissions, including those services provided by organizations serving multiple communities.
- Works with the City Manager and City Council by advocating for federal, state, and regional legislative and intergovernmental issues. Researches and recommends strategies and positions, as requested. Prepares presentations, proposals, and position statements.
- Supervises professional and administrative staff as assigned.
- Performs other duties as assigned that support the overall objective of the position.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION

Knowledge and Skills

This position requires:

- Professional-level knowledge of municipal government and practices of public administration and organization.
- Operating within the confines of Washington State Law and the Growth Management Act.
- Advanced understanding of policy development processes.
- In depth knowledge of current social, political, and economic trends and operating issues of municipal government.
- Specialized knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

- Working knowledge of the principles and practices of municipal/government budget forecasting, preparation, and administration.
- Knowledge of the principles and practices of organization development and process improvement.
- Specialized knowledge of research and reporting methods, techniques, and procedures.
- Advanced knowledge of the principles of effective public relations and interrelationships with community groups and agencies, private business and firms, and other levels of government.
- Knowledge of the principles of leadership, supervision, training, and performance evaluation.
- Well-developed human relations, leadership, and political skills to make public presentations, facilitate group processes, establish performance standards, build effective teams, conduct negotiations, and an understanding and sensitivity with diverse communities.

Abilities

Successful candidates possess the following abilities and will be required to:

- Carry out and accomplish the objectives of the position and provide leadership.
- Prepare and advocate for legislation by establishing credibility with elected officials and key stakeholders.
- Analyze complex problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals to improve operations, procedures, policies, or methods.
- Analyze sources of information related to a broad range of municipal programs, services, and administration.
- Administer a variety of City-wide programs and projects.
- Learn, interpret, and apply federal, state and City policies, procedures, laws, and regulations.
- Effectively and fairly negotiate solutions and contracts.
- Supervise, train, and evaluate assigned staff.
- Develop, prepare, and administer budgets.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including Council members, staff, committee members, other public officials, business leaders, and the general public.

- Work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Demonstrate excellent communication skills when facilitating and delivering presentations to large audiences and when participating in conversations over the phone, on virtual platforms, and in person.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of City, department, and division goals and objectives.

GUIDELINES

Guidelines include RCWs, Washington Administrative Code, Department of Labor rules and regulations, FLSA guidelines, bargaining unit agreements, and City and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to assist the City Manager and represent the City Manager and the City's interests. Successful performance ensures the efficient and effective delivery of City services.

CONTACTS

- Contacts are typically with coworkers, other City personnel, elected and appointed officials, attorneys, representatives of other local governments, business leaders, the media, and members of the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, facilitate legislative changes, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is typically performed in an office.
- Work outdoors will typically include attendance at City events and field visits to project sites.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over department directors in the absence of the City Manager.

MINIMUM QUALIFICATIONS

- This position requires a Baccalaureate Degree in Public Administration, Business, or related degree, and five (5) years of responsible managerial or department director experience, in a municipal or other government setting, or an equivalent combination of education, experience, and training which provides sufficient knowledge to competently perform the duties and responsibilities of the position.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the City in order to direct and coordinate work within the City on behalf of the City Manager, usually interpreted to require three (3) or more years of related local government experience, with a preference for Washington State experience.
- Demonstrated experience on a local, state or federal level with legislative processes and presentations.
- Possession of or ability to readily obtain a valid driver's license issued by the state of Washington.
- All applicants must be able to successfully pass a background check process which includes reference checks and criminal history checks, or other.

The statements contained herein reflect general details necessary to describe principal functions of this job, the level of knowledge and skills typically required and the scope of responsibility but should not be considered all-inclusive. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods or to balance workloads.

Management reserves the sole right to add, modify or exclude any duties at any time with or without notice. Nothing in this job description, nor by completion of any job requirements by the employee, is intended to create a contract of employment.

At its sole discretion, the City of Moses Lake may consider combinations of education, experience, certifications and training in lieu of specifically required qualifications contained herein.

This is an FLSA-exempt position and, as such, is not entitled to overtime. The position is also subject to an "employee at will" doctrine.