

ASSISTANT CITY MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To provide highly responsible and complex support to the City Manager; to plan, direct, manage and oversee the activities and operations of City departments as assigned by the City Manager; to assist in implementing City Council goals and objectives, coordinate assigned activities with other departments and outside agencies; and to act as City Manager in City Manager's absence.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct supervision over assigned supervisory, professional, technical and clerical staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Provide complex staff assistance to the City Manager; participate on a variety of committees; assist with the implementation of City Council goals and objectives and the 2040 Plan; act as project manager and review reports prepared by staff including determining completeness and accuracy; prepare and present staff reports and other necessary correspondence to City Council and other public bodies.
2. Plan, direct, manage and oversee the activities and operations of City departments as assigned by the City Manager; select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
3. Plan, direct and coordinate, through subordinate level staff, the assigned Departments' work plans; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; recommend and administer policies and procedures; and meet with key staff to identify and resolve problems.
4. Manage or oversee the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
5. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
6. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
7. Respond to requests for information from the City Manager, City Council, boards, commissions and other outside agencies including identifying information needed.

CITY OF FOREST GROVE
Assistant City Manager / Finance Director (Continued)

8. Represent the City to elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
9. Plan and manage the facilities and equipment owned by the City; oversee and administer maintenance contracts.
10. Oversee and participate in the development and administration of assigned departments' and City-wide budgets; work with Finance staff to monitor annual operating and CIP budgets; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
11. Contribute to the overall quality of the City's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor the distribution of work, support systems, and internal reporting relationships; identify opportunities for improvement; directs the implementation of change.
12. Explain and justify department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
13. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
14. Act as City Manager in the City Manager's absence.
15. Contribute to the effective administration of city government by fostering a positive attitude among staff that encourages cooperation, coordination of efforts, efficient and ethical use of resources, and customer service orientation to the citizens.
16. Maintain regular, predictable attendance and punctuality.
17. Perform other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a municipal government.
Principles, practices, methods and techniques of financial management, governmental accounting, auditing and cash management.
Principles and practices of program development and administration.
Modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage and direct comprehensive municipal finance, accounting, treasury and information system programs.
Develop and administer departmental goals, objectives and procedures.
Analyze and assess programs, policies and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns and needs.

CITY OF FOREST GROVE
Assistant City Manager / Finance Director (Continued)

Plan, organize, direct and coordinate the work of lower-level staff
Delegate authority and responsibility.
Select, supervise, train and evaluate staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Evaluate financial data and provide strategic direction on financial programs.
Oversee the provision of information systems technical support to users and departments.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. An advanced degree in public administration or a closely related field is desirable but not essential.

Experience:

Broad knowledge and experience relative to City government operations and applicable county, state or federal laws plus 5 years of increasingly responsible management and administrative experience, preferably in a governmental organization; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Incumbents work in a normal office setting with exposure to computer screens. Noise level is typical of most office environments. Required to travel and attend meetings, including some evenings and weekends. Incumbents in this position are required to speak before an audience; and have frequent interactions with individuals inside and outside the organization.

Mobility: Incumbents require sufficient mobility to work in an office setting, to walk, stand or sit for prolonged periods of time. Finger dexterity is needed to access and operate office equipment.

Vision, Hearing and Communication: Vision sufficient to read small printed documents, computer screens and other documents. Hearing and speech sufficient to communicate in person and over the telephone