

## CITY OF SAN JUAN CAPISTRANO

### 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.*

#### **DEFINITION**

To act on behalf and in the absence of the City Manager in the performance of a wide variety of highly responsible administrative and managerial duties; to achieve the assigned operational objectives of the City; and to provide a variety of highly complex and responsible administrative support to the City Manager.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager.

Exercises direct supervision over management, supervisory, professional and clerical staff.

**ESSENTIAL FUNCTION STATEMENTS** . *Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Coordinates, assigns, directs and monitors the activities of the operating departments of the City; coordinates and collaborates with department heads and management staff; provides input as appropriate.
2. Directs, supervises and evaluates the work and performance of assigned personnel; develops and implements office policies and procedures.
3. Develops, recommends and implements approved programs to maximize the use of available resources in the delivery of municipal services.
4. Monitors Federal and State legislation as well as County activities; advises the City Manager, City Council and department heads regarding legislative and other matters affecting City operations.
5. Assists the City Manager in the development of policies and municipal priorities for consideration and approval by the City Council; assists in the implementation of approved policies; develops administrative structures and procedures to effectively implement City Council policy.
6. Coordinates and monitors preparation of the City Council agenda; facilitates executive team meetings; collaborates and confer with department heads; prepares action summaries.
7. Conducts management and program audits; prepares and presents comprehensive analytical reports, findings and recommendations.

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8. Ensures that requests for service from citizens receive prompt and appropriate responses from City departments.
9. Attends City Council meetings and meetings of other commissions, boards and committees; serves as liaison between the City and community organizations.
10. Participates in a variety of professional group meetings; stays abreast of new development and changing legislation in municipal government and public administration.
11. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of City management and administration.  
Principles and practices of public administration.  
Methods and techniques of policy development and implementation.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Principles of business letter writing and basic report preparation.  
Pertinent Federal, State and local laws, codes and regulations.

**Skill in:**

Planning, organizing and directing the work of lower level staff.  
Selecting, supervising, training and evaluating staff.  
Understanding the organization and operation of the City as necessary to assume assigned responsibilities.  
Identifying and responding to community and City Council issues, concerns and needs.  
Developing and administering departmental goals, objectives and procedures.  
Preparing clear and concise administrative and financial reports.  
Preparing and administering large and complex budgets.  
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.  
Researching, analyzing and evaluating new service delivery methods and techniques.  
Interpreting and applying Federal, State and local policies, laws and regulations.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

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

**Experience:**

Five years of experience in municipal government administration including three years of management or department head level responsibility.

**Training:**

Equivalent to a Bachelors 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.