

CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION

TITLE: ASSISTANT CITY MANAGER (JOB CODE 016)
(Unclassified)
(016)

<u>DEPARTMENT</u>	<u>ACCOUNTABLE TO</u>	<u>FLSA STATUS</u>
<u>City Manager’s Office</u>	<u>City Manager or Chief Operating Officer</u>	<u>Exempt</u>

CLASS SUMMARY

The Assistant City Manager is a management position in the unclassified service, that performs executive level work assisting the City Manager in planning, coordinating and directing complex programs and projects for the City of Santa Clara. This position directs the goals, objectives, and activities of assigned functional areas; coordinates and administers major City programs; assumes direct line authority over departments and activities of the City; and serves as a liaison with community groups and organizations. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

~~This is an Executive position in the City’s unclassified service. R~~The Assistant City Manager is responsible for policy development for program planning, fiscal management, administration and operations of City agencies/departments. Assisting the City Manager in planning, coordinating and directing the activities of the City of Santa Clara. This position is responsible for the operations and the day to day oversight of the Office of the City Manager which includes overseeing community relations and intergovernmental relations. This position can also be assigned to a service area including but not limited to Sustainability, Economic Development, Infrastructure, and/or other policy and operational priorities to meet the resources needs of the organization.

In the absence of the City Manager and the Chief Operating Officer, an Assistant City Manager acts in the capacity of City Manager and assumes direct line authority over departments and activities of the City. As a member of the City’s Unclassified Service this is an “at-will” position and the incumbent serves at the discretion of the City Manager.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with a Bachelor’s Degree in Public Administration, Business Administration or a discipline related to the business performed by the City Manager’s Office; AND
- ~~Six (6)~~Five (5) years of ~~progressively responsible experience in municipal or public administration, preferably at an executive level~~ senior-level management experience preferably in a large or complex municipality, corporation, military and/or non-profit organization.

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ACCEPTABLE SUBSTITUTION

- A Master's Degree in a discipline related to the business performed in the City Manager's office is highly desirable and may be substituted for one year of the required experience.

LICENSES/CERTIFICATIONS

- Possession of a valid California Class C driver's license is required at the time of appointment and for the duration of employment.

OTHER REQUIREMENTS

- Must be able to perform all of the essential functions of the job assignment; and
- May be required to work odd and unusual hours, weekends and shift work and to be available on an "on-call" basis as assigned.

TYPICAL DUTIES

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under General Direction, ~~duties include but are not limited to the following:~~

- Assist the City Manager in a variety of complex administrative matters
- Oversight of council priorities and strategic goals or operating priorities
- Manage the office of the City Manager, including performance management and the department budget
- Functional oversight of departments
- Consult with and assists department heads in solving administrative, operational problems or in developing major changes in departmental organization procedures and policies
- Conduct and review organizational, administrative, fiscal and other studies and collects information on operational and administrative problems
- Manage and conduct special projects that do not fall under the jurisdiction of existing departments or require special handling and attention
- Coordinate and carry out the land acquisition programs, including the securing of appraisals and coordinating the negotiating activities
- Follow up on special City Council projects and/or assignments to assure timely response or completion
- Receive complaints and requests for information on city activities and makes sure they are responded to
- Meet with the public and with officials of other cities, agencies and civic groups in the development and coordination of City affairs; represents the City Manager as directed
- Recommend appropriate action regarding the determination of policy for administrative action carry out and places in effect such recommendations
- Attend and may make presentations to Council and various other City and community meetings as assigned
- Consult on technical budget matters including revenue and expenditure estimates, appropriations, allotment control and supplemental requests
- Participate in long range financial planning for needed capital improvements
- Act as liaison between City and various boards and committees; and

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- Perform other work as required.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles of executive management,
- Public administration with particular reference to municipal administration and the trends and current developments in city government
- Functions of municipal government and the personnel, methods, materials and techniques employed in the operation of such government
- Principles of organization, budget and financial management
- Principles and practices of effective leadership, organization and management
- Property management and contract management
- Statistics and research methods
- Knowledge of the City Charter, ordinances and the regulations regarding general municipal operation
- Laws and procedures relevant to the conduct of public meetings
- Federal, state and local public agencies which administer programs that impact or are related to City Programs

Ability to:

- Analyze complex problems, make decisions rapidly and to recommend solutions effectively to the City Manager
- Establish and maintain a cooperative working relationship with those contacted in the course of work, including the general public
- Express ideas clearly and concisely both orally and in writing
- Exercise good judgment in structuring and organizing work and setting priorities; and readily readjusting priorities to respond to current and future needs

REPORTS TO

~~City Manager or Chief Operating Officer.~~

SUPERVISION RECEIVED

~~Works under the supervision of the City Manager.~~

SUPERVISION EXERCISED

~~Supervises executive management, professional, technical, and administrative support staff and other assigned personnel.~~

SUPERVISES

~~Supervises/Oversees Management, Administrative and Clerical personnel and others as assigned.~~

SPECIAL CONDITIONS AND OTHER REQUIREMENTS

- ~~May be required to work odd and unusual hours, weekends and shift work and to be available on an "on-call" basis as assigned; and~~
- ~~Must be able to perform all of the essential functions of the job.~~

CONFLICT OF INTEREST

ASSISTANT CITY MANAGER (016) (continued)

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

CLASSIFICATION HISTORY

Established 06/1990; Rev. 08/2017; Rev. 08/2023