

# **CITY OF MOORE**

## **Job Description**

### **Assistant City Manager**

**Job Code:** 6001  
**Exempt:** Yes  
**Department:** City Administration  
**Reports To:** City Manager  
**Location:** City Administration Office  
**Date Prepared:** January 14, 2016  
**Date Revised:** January 7, 2019

#### **GENERAL DESCRIPTION OF POSITION**

To assist in the planning, directing, management and review of the activities and operations of the city; to provide supervision to assigned department directors; to provide direction to department directors and other staff on city policies and management issues; to coordinate city services and activities among city departments and with outside agencies; and to provide highly responsible and complex administrative support to the City Manager

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

All duties are performed as needed on a daily, weekly, monthly, and/or annual basis, depending on City priorities.

1. Assume management responsibility for assigned departments, services and programs; analyze, interpret and apply policies and procedures.
2. Direct the development and implementation of City goals, objectives, policies and priorities for assigned City departments; interpret administrative policies; direct department directors in solving problems, developing policies and managing resources.
3. Relieve the City Manager of direct responsibility over coordination of City administrative functions by assuming delegated authority for controlling operations and directing resolution of financial, personnel, budgetary and general administrative issues and problems.
4. Establish within City policy, appropriate services and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
5. Represent the City with outside agencies; negotiate agreements with other governmental organizations and private sector agencies; coordinate City activities with those of cities, counties and outside agencies and organizations.
6. Provide highly complex and professional staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence; develop programs, policies and procedures as a result of special studies or City Council direction.

7. 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.
8. Plan, direct and coordinate, through subordinate level management staff, assigned projects and activities; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
9. Assist in the preparation of the annual operating budget and capital improvement budgets; assist in budget control activities of the City.
10. Represent the City to other cities, elected officials and outside agencies; coordinate assigned activities with those of other cities and outside agencies and organizations.
11. Select, train, manage, motivate and evaluate assigned personnel; provide or coordinate staff training; establish and monitor employee performance objectives; prepare, present and review employee performance evaluations; work with employees to correct deficiencies; implement discipline and termination procedures; complete related personnel matters. This duty is performed as needed.
12. Conduct or supervise studies, surveys, and collect information on difficult operational and administrative problems; analyze findings and prepare reports of practical solutions for review by the City Manager.
13. Confer with department heads and employees regarding policy and procedure changes; provide staff assistance to the City Manager and/or other executive management staff and the City Council; coordinate directly with a variety of boards, commissions and committees; formulate significant policies related to assigned department services and activities; prepare and present staff reports and other necessary correspondence; provide staff support to assigned boards and commissions.
14. Coordinate activities of the City Manager's office with city departments and divisions, and with outside agencies.
15. Serve as Acting City Manager in the City Manager's absence.
16. Participate and assist in the preparation of the City Council agenda.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Assist in negotiating and resolving sensitive and controversial issues.
19. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required.
20. Maintain confidentiality of information.
21. Manage and supervise special projects and task forces.
22. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of city management and administration.
23. Good attendance is required.

24. Perform any other related duties as required or assigned.

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Self-directed to achieve City of Moore goals. Reports to City Manager.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a division of employees engaged in widely diversified activities.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

### **MENTAL DEMAND**

Comprehensive and very intense mental demand. Comprehensive and continual involvement with multiple divisions, departments and/or organizations. Strategic and operational management functions which relate to both the short-term and long-term time periods.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises and manages multiple departments through 5 to 8 supervisors who supervise 100+ employees who are engaged in diversified activities.

Supervises the following departments:

City Administration

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for funds, building premises, inventory, or other property owned, controlled, or leased by the organization and, in addition, may have temporary custody and responsibility of patron property, which through carelessness, error, loss, theft, misappropriation, or similar action would result in very important monetary losses to the organization. The total value for the above would range from \$1,000,000 to \$10,000,000.

## **ACCURACY**

Probable errors would normally not be detected in succeeding operations and would definitely have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

## **ACCOUNTABILITY**

## **FREEDOM TO ACT**

Oversight. High level of freedom to complete the duties of the position and guided by broad policy with oversight by president, elected official, etc.

## **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

Medium. Job creates a monetary impact for the organization from \$1mm to \$10mm.

## **IMPACT ON END RESULTS**

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

## **PUBLIC CONTACT**

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of extreme importance and failure to exercise proper judgment can lead to substantial losses to the organization.

## **EMPLOYEE CONTACT**

Establishes company culture by setting tone of interactions and communication with senior level internal officials and employees throughout the organization.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities described here 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 the essential functions and expectations.

High diversity, low physical. Work activities which allow for considerable amount of diversity as an incumbent performs a variety of tasks. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties.

While performing the functions of this job, the employee is regularly required to stand, sit, use hands to finger, handle, or feel, talk or hear; frequently required to walk, reach with hands and arms; an. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

## **ADDITIONAL INFORMATION**

Knowledge of:

- Operations, services, and activities of comprehensive city management and economic development programs
- Modern principles and practices of public finance, budgeting and budgetary control
- Principles and practices of program development and administration
- Principles and practices of public administration and management techniques
- Principles of supervision, training and performance evaluation
- Financial management in a municipal organization
- Modern principles and practices of human resources and risk management
- Principles and procedures of negotiations
- Research techniques and report preparation
- Pertinent federal, state and local laws, codes and regulations

Ability to:

- Plan, organize, and direct the work of lower level staff
- Select, supervise, train and evaluate staff
- Delegate authority and responsibility
- Lead and direct the operations, services and activities of the City

- Coordinate and direct economic development programs
- Identify and respond to community and City Council issues, concerns and needs
- Develop and administer goals, objectives and procedures
- Plan and manage complex projects
- Prepare clear and concise administrative and technical reports
- Prepare and administer department budgets
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Negotiate agreements with various organizations, including government agencies and businesses.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply 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
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

### **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:**

Eight years increasingly responsible experience in government or business management, including four years administrative and/or supervisory experience.

#### **Education:**

Bachelor's Degree from an accredited college or university with major coursework in Public Administration, Business Administration, Finance, Accounting, Marketing, or Engineering, or a similar field; a Master's Degree in an area of study listed is highly desirable.

License or Certificate:

License as a Professional Engineer with the State of Oklahoma is not required, but is highly desirable.

Possession of, or ability to obtain, a valid Oklahoma driver's license may be required.

### **WORKING CONDITIONS**

Environmental Conditions:

Office environment; exposure to computer screens; work closely with others; frequent contact with the public, City Council members, other city departments and appointed boards and commissions.

## Physical Conditions:

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity. Must be able to perform attached essential job functions.

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to 10 pounds.

Employee must sit at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time.

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day.

Employee works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperature.

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to 10 pounds.