

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Assistant City Manager</b>	<b>CLASS CODE:</b>	<b>197</b>
<b>REPORTS TO:</b>	<b>City Manager</b>	<b>GRADE:</b>	<b>61</b>
<b>DEPARTMENT:</b>	<b>City Manager</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB DESCRIPTION DATE: July 1, 2008 cm</b>			

**JOB SUMMARY**

Performs work involving extensive liaison, administrative and managerial duties serving as the second ranking administrative officer for the city.

**ESSENTIAL FUNCTIONS**

1. Provides administrative direction to the Deputy City Managers for their areas of responsibility in working towards the achievement of goals for the individual department(s) and the City of Glendale.
2. Manages the daily operations for the City of Glendale.
3. Serves as a member of the City's top management team in establishing and maintaining good management policies and procedures.
4. Reviews the activities of the general operation to determine efficiency; confers and assists the City Manager in formulating a business strategy.
5. Advises the City Manager of issues and operational progress through oral and written reports.
6. Interprets and implements policies received from the City Manager and the City Council.
7. Provides administrative direction and support to staff in analyzing, developing, implementing and evaluating policies, programs and procedures.
8. Advises staff on major projects and in resolving conflicts and problems.
9. Represents and supports the policies of the city to members of the public, press, and civic groups.
10. Represent the City Manager during his/her absence.
11. Reviews annual city budget and makes recommendations to the City Manager.

**SECONDARY FUNCTIONS**

12. Performs other related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

- Public Administration and local government structure and operations
- Laws, ordinances and regulations governing municipal governments
- City policies and procedures
- Budgeting and finance principles and practices
- Management theory, principles, and practices
- Computerized information systems and their application to local government functions
- Customer service principles and practices

**Ability to:**

- Prepare and present clear and concise presentations to the City Council and city management
- Analyze administrative problems and issues; write clear and concise reports and recommendations for the City Council and City management
- Coach, counsel, mentor and direct departments to meet the goals and objectives of the city
- Identify and resolve conflicts and disputes; negotiate agreements between individuals and departments

**WORKING CONDITIONS**

Office setting.

**MINIMUM QUALIFICATIONS**

Master's Degree in Public Administration, Business Administration, Management, or a related field and ten years of progressively responsible administrative experience in a municipal government organization with five of those years being in a municipal management position.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS**

Residency in the City of Glendale within one (1) year of appointment