

**CITY OF SALEM
ASSISTANT CITY MANAGER**

1009

NATURE OF WORK

This is administrative management of municipal services, internal organizational planning and development, and other special projects as assigned by the City Manager.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed, and many positions will involve essential duties which are not listed.)

Conducts a variety of special projects as assigned by the City Manager. Projects involve extensive research and comparisons, administrative follow-up, liaison with community groups, other agencies, Council task forces, and City staff. Keeps informed on the detail and progress of special projects informing the City Manager of progress and any issues of sensitivity.

Participates in hiring decisions for City Manager staff and contributes to the performance evaluations of subordinate personnel through reports to the City Manager.

Monitors Council agenda issues. Reviews department staff reports for timeliness, clarity, appropriateness, and concise reporting. Attends City Council meetings as needed, responding to inquiries of Council. Periodically makes presentations to community groups, other agencies, or City employees.

Represents the City Manager with little or no notice at meetings. Takes note of Council decisions in City Manager's absence. Acts as City Manager in his/her absence reviewing issues and acting on issues as necessary. Responds to citizen inquiry or complaints about City services.

Assists Department Directors in resolving problems, informs Department staff of issues effecting services, advises City Manager of all department affairs. Monitors performance of each Department Director for compliance with work plan. Identifies potential political issues for Department Directors to increase their sensitivity and awareness of Council decision-making processes. Fosters analytical thinking and creativity in methods of delivering City services.

Monitors all City purchasing activities over \$5,000. Advises City Manager of unusual purchasing issues and presents purchasing report to Council.

Performs other duties as assigned.

WORK QUALIFICATIONS

Thorough experience involving administration, management, and organizational refinement of City services over a wide range of municipal issues normally found in management analyst, superintendent classifications, or higher City ranks. Work experience must include supervisory direction of others. A four year college degree in public administration, business administration, or related areas. A Master's Degree in public administration or related field is desirable. A qualified candidate must possess the following knowledges, skills, and abilities:

Thorough knowledge of the City of Salem's services, processes, and procedures.

Thorough knowledge of a City Manager/City Council form of local government.

Considerable knowledge of the theories and practices related to public administration including some demonstrated understanding of municipal revenue sources and budgeting.

Skill in the use of personal computers is desirable.

Thorough ability to react quickly and effectively to changing organizational and community needs.

Thorough ability to assess community issues and concerns, Council decisions, and other agencies actions for potential impact on City services.

Thorough ability to plan and coordinate the work of others, communicate with all parties on an on-going basis, and meet established timelines.

Thorough ability to present information concisely and effectively to a wide range of audiences.

Thorough ability to deal with confrontive people, present information concerning the City's interests or processes, and resolve conflicts.

Thorough ability to communicate effectively both in writing and in person. Prepares a variety of contracts, reports, and edits the work of others to present clear, concise information in a written form.

Thorough ability to identify and utilize a variety of sources of information, gain cooperative participation from opposing views to resolve issues of community concern and develop creative alternatives for delivering City services.

Considerable ability to monitor multiple priorities simultaneously and to move from one project to another effectively.

Considerable ability to supervise the work of others.

Possession of an Oregon State Drivers License and the ability to meet City driving standards or alternate methods of transporting self from meetings at a variety of locations at varying hours.

Work is generally performed in an office setting. It involves long hours, attending meetings a various locations, dealing with upset or confrontive individuals, providing information personally or in writing.

Personnel Director

7/93
jobspec.1009