

April 2016

Assistant City Manager

Description

Plan, coordinate and provide direction to major functional areas of the City; provide policy guidance to the City Manager and coordinate the activities of assigned City staff and services; foster cooperative working relationships with civic groups, intergovernmental agencies and City staff; this class has administrative and functional responsibility for policy development and program planning and implementation with citywide implications; specific assignment will vary depending upon the needs of the City and the skills of the incumbents

Essential Duties or Examples of Duties

Assist in the development and coordination of the implementation of citywide goals, objectives, policies, procedures and work standards; work closely with the City Manager, City Council, City department management, public and private organizations and citizen groups in developing programs and implementing projects to solve problems related to City services and to provide technical assistance, directly or through subordinate staff

Confer with and advise the City Manager and City Council on specific issues and programs; prepare and recommend plans for City services and programs; develop specific proposals for action on current City needs

Direct and coordinate the preparation of a variety of reports or presentations for City management or outside agencies

Direct the development of management systems, procedures and standards for program evaluation and monitors developments related to specified service areas

Direct and coordinate the development of municipal rules and policies, governance models and intergovernmental relationships

Perform related duties and responsibilities as required and other duties which may be assigned

Qualifications

Education and Experience:

Bachelor's Degree in public administration, business or a related field and substantial management, supervisory or administrative experience; a Master's Degree in public administration, business or a related field and experience in working with varied public agencies and with citizens' organizations is preferred

Licenses and Certificates:

Specified positions may require possession of the equivalent to a valid Nevada Class C driver's license within thirty days of hire

International City/County Managers Association Credentialed Manager designation is desirable

Knowledge of:

Administrative principles and methods

Principles, practices and program areas related to municipal activities and functions

Applicable guidelines and standards affecting the administration of delegated program areas

Principles and practices of budget development and administration

Funding sources impacting program and service development

Social, political and environmental issues influencing program administration

Principles and practices of contract administration and evaluation

Basic principles and practices of risk management and insurance evaluation

Principles of governance, municipal rules and policies, municipal processes, and political policy

Ability to:

Plan, organize, administer and coordinate a variety of City services and programs

Develop and implement goals, objectives, policies, procedures and internal controls

Select, motivate and evaluate staff; provide for their training and professional development

Analyze complex technical and administrative problems, evaluate alternative solutions and adopt effective course of action

Prepare clear and concise reports, correspondence and other written materials

Exercise sound independent judgment within general policy guidelines

Establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and City staff

Publicly present or speak on topics for the city and council

Effectively teach municipal government functions, policies and governance topics

Physical Demands:

Requires ability to work in a typical office setting and use standard office equipment

[Supplemental Information](#)

Must pass a detailed background investigation

Supervision Exercised: As a member of the City Manager's Office as an Executive Manager, has the authority and responsibility to ensure all employees whether direct reports or not, represent the City in a professional and courteous manner; act for the City Manager as designated or required and may direct Department Heads as needed

This position reports to the City Manager

This is an at-will appointive position exempt from the City of Sparks Civil Service System

This position is exempt under FLSA guidelines