



**CITY OF LAKEPORT**  
**ASSISTANT CITY MANAGER**

**Job Description**

**DEFINITION**

Under administrative direction, assists the City Manager in coordinating and directing City-wide departmental activities and operations; performs responsible and complex administrative work; acts for the City Manager in their absence; directs or conducts complex studies, provides leadership, direction and project management of highly complex developments, provides administrative direction and oversight for all Economic Development activities, and performs other duties as required.

**CLASS CHARACTERISTICS**

The Assistant City Manager assists the City Manager in the overall operation of the City by managing and coordinating a variety of department program areas and conducting special projects and studies regarding service delivery and program efficiency as needed. The incumbent performs as acting City Manager when assigned. This is an at-will executive management classification that serves at the pleasure of the City Manager.

**ESSENTIAL FUNCTIONS**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Assists and participates in the implementation of goals, objectives, policies and priorities for City-wide government and the City Manager's Office.

Coordinates the activities of the City Manager's Office with City departments and divisions and with outside agencies.

Assists and advises the City Manager; relieves the City Manager of administrative detail.

Represents the City at a variety of meetings, public events, on committees and/or other related assignments regarding city services, programs and projects.

Plan and carry out a program of public relations involving the preparation and release of news releases, articles in professional magazines, and answering of a variety of questions and complaints from the public. May direct or facilitate community outreach and community engagement initiatives.

Review requirements and applications for Federal grants prepared by City departments for City improvements and follows through acceptance or rejection of grants.

Assist and make recommendations on the preparation of the City budget.

Act as representative of the City Manager at various meetings of public and private organizations.

Initiate or conduct special studies as assigned and prepares reports with recommendations for appropriate action.

Interpret City Council and City Manager's policies to department heads, employees, and the public.

Assist in the overall Economic Development activities including long-term financing and administrative matters.

Performs related duties as assigned.

## **QUALIFICATIONS GUIDELINES**

### **Education and/or Experience**

A typical way of gaining the requisite knowledge and abilities is: Six years of increasingly responsible experience in public administration with a particular focus on development services, including four years of administrative and supervisory responsibility coupled with a Bachelor's degree with major coursework in public administration or a related field. A Master's degree in a related field is desirable.

### **Knowledge, Skills, and Abilities**

Knowledge of: principles, problems, and procedures of public and business administration as applied to the management of a public agency; organization and methods analysis, personnel administration, and general purchasing and fiscal management; and office management principles and procedures.

Ability to: analyze and recommend solutions to organizational and management problems; assist and advise the City Manager on a variety of administrative, operating, and budgetary problems; develop and implement goals, objectives, policies, procedures, work standards and internal controls; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

### **Special Requirements**

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Receive satisfactory results from a background investigation, physical examination, drug testing and administrative screening which meet the established qualification standards.

## **PHYSICAL PROFILE:**

### **CATEGORY I - LIGHT PHYSICAL EFFORT**

#### **DEFINITION**

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

#### **CHARACTERISTICS**

Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified.

Positions in this category require only light physical effort while performing such functions as typing, writing, filing computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

OTHER FACTORS

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Sitting: Ability to sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

CLASS RANGE NO.	MM190
FLSA	Exempt
ADOPTION DATE	1/7/2020
REVISION DATE	
APPROVED BY:	